

AMERICAN LEGION

AUXILIARY

National Constitution, Bylaws and Standing Rules

**Summer 2026
UPDATE**

*Revision Adopted 2013
Initially Adopted 1921*



**A Community of Volunteers
Serving Veterans, Military,
and their Families**

American Legion Auxiliary

Constitution & Bylaws, Standing Rules

AUTHORITY

The National Constitution of the American Legion Auxiliary, as set out herein, is in full force and effect and represents action taken by National Conventions, being the Constitution adopted at the First National Convention, Kansas City, MO, November 1-2, 1921, and as amended at the Second Annual Convention, New Orleans, LA, October 16-20, 1922; Third Annual Convention, San Francisco, CA, October 15-19, 1923; Fourth Annual Convention, St. Paul, MN, September 15-19, 1924; Fifth Annual Convention, Omaha, NE, October 5-9, 1925; Sixth Annual Convention, Philadelphia, PA, October 11-15, 1926; Seventh Annual Convention, Paris, France, Ratification Meeting, New York, NY, October 18, 1927; Eighth Annual Convention, San Antonio, TX, October 8-12, 1928; Ninth Annual Convention, Louisville, KY, September 30 - October 3, 1929; Eleventh Annual Convention, Detroit, MI, September 21-24, 1931; Fourteenth Annual Convention, Miami, FL, October 22-25, 1934; Seventeenth Annual Convention, New York, NY, September 20-23, 1937; Nineteenth Annual Convention, Chicago, IL, September 25-28, 1939; Twenty-second Annual Convention, Kansas City, MO, September 19- 21, 1942; Twenty-third Annual Convention, Omaha, NE, September 21-23, 1943; Twenty-fifth Annual Convention, Chicago, IL, November 18-21, 1945; Twenty-sixth Annual Convention, San Francisco, CA, September 30 - October 4, 1946; Twenty-ninth Annual Convention, Philadelphia, PA, August 29 - September 1, 1949; Thirty-first Annual Convention, Miami Beach, FL, October 15-18, 1951; Thirty-second Annual Convention, New York, NY, August 25-28, 1952; Thirty-third Annual Convention, St. Louis, MO, August 31 - September 3, 1953; Thirty-fourth Annual Convention, Washington, DC, August 30 - September 2, 1954; Thirty-fifth Annual Convention, Miami Beach, FL, October 10-13, 1955; Thirty-sixth Annual Convention, Los Angeles, CA, September 3-6, 1956; Thirty-seventh Annual Convention, Atlantic City, NJ, September 16-19, 1957; Thirty-ninth Annual Convention, Minneapolis, MN, August 24-27, 1959; Fortieth Annual Convention, Miami Beach, FL, October 17-20, 1960; Forty-sixth Annual Convention, Washington, DC, August 29 - September 1, 1966; Forty-seventh Annual Convention, Boston, MA, August 28-31, 1967; Forty-ninth Annual Convention, Atlanta, GA, August 25-28, 1969; Fiftieth Annual Convention, Portland, OR, August 31-September 3, 1970; Fifty-first Annual Convention, Houston, TX, August 30-September 2, 1971; Fifty-second Annual Convention, Chicago, IL, August 21-24, 1972; Fifty-third Annual Convention, Honolulu, HI, August 19-23, 1973; Fifty-fourth Annual Convention, Hollywood, FL, August 19-22, 1974; Fifty-sixth Annual Convention, Seattle, WA, August 23-26, 1976; Fifty-seventh Annual Convention, Denver, CO, August 22-25, 1977; Fifty-eighth Annual Convention, New Orleans, LA, August 21-24, 1978; Sixtieth Annual

Convention, Boston, MA, August 18-21, 1980; Sixty-first Annual Convention, Honolulu, HI, August 30 - September 2, 1981; Seventy-first Annual Convention, Phoenix, AZ, August 31-September 5, 1991; Seventy-fifth Annual Convention, Indianapolis, IN, September 2-6, 1995; Seventy-eighth Annual Convention, New Orleans, LA, September 5 - 10, 1998; Ninety- second Annual Convention, Indianapolis, IN, August 24-30, 2012; Ninety- third Annual Convention, Houston, TX, August 22-29, 2013; Ninety-fifth Annual Convention, Baltimore, MD, August 28 - September 3, 2015; Ninety- ninth Annual Convention, Indianapolis, IN, August 24-29, 2019; and One hundred first Annual Convention, Milwaukee, Wisconsin, August 27 – September 1, 2022.

The Bylaws as adopted at the Second Annual Convention, New Orleans, LA, October 16-20, 1922, and as amended at the Third Annual Convention, San Francisco, CA, October 15-19, 1923; Fourth Annual Convention, Saint Paul, MN, September 15-19, 1924; Fifth Annual Convention, Omaha, NE, October 5-9, 1925; Sixth Annual Convention, Philadelphia, PA, October 11-15, 1926; Eighth Annual Convention, San Antonio, TX, October 8-12, 1928; Ninth Annual Convention, Louisville, KY, September 30 - October 3, 1929; Eleventh Annual Convention, Detroit, MI, September 21-24, 1931; Thirteenth Annual Convention, Chicago, IL, October 2-5, 1933; Fourteenth Annual Convention, Miami, FL, October 22-25, 1934; Fifteenth Annual Convention, Saint Louis, MO, September 23-26, 1935; Sixteenth Annual Convention, Cleveland, OH, September 21-24, 1936; Eighteenth Annual Convention, Los Angeles, CA, September 19-22, 1938; Nineteenth Annual Convention, Chicago, IL, September 25-28, 1939; Twentieth Annual Convention, Boston, MA, September 23-26, 1940; Twenty- first Annual Convention, Milwaukee, WI, September 15-18, 1941; Twenty-second Annual Convention, Kansas City, MO, September 19-21, 1942; Twenty-third Annual Convention, Omaha, NE, September 21-23, 1943; Twenty-fifth Annual Convention, Chicago, IL, November 18-21, 1945; Twenty-sixth Annual Convention, San Francisco, CA, September 30 - October 4, 1946; Twenty- seventh Annual Convention, New York, NY, August 28-31, 1947; Twenty-eighth Annual Convention, Miami, FL, October 18-21, 1948; Twenty-ninth Annual Convention, Philadelphia, PA, August 29 - September 1, 1949; Thirty-first Annual Convention, Miami Beach, FL, October 15-18, 1950; Thirty-second Annual Convention, New York, NY, August 25-28, 1952; Thirty-third Annual Convention, Saint Louis, MO, August 31 - September 3, 1953; Thirty-fourth Annual Convention, Washington, DC, August 30 - September 2, 1954; Thirty-fifth Annual Convention, Miami Beach, FL, October 10-13, 1955; Thirty-sixth Annual Convention, Los Angeles, CA, September 3-6, 1956; Thirty-seventh Annual Convention, Atlantic City, NJ, September 16-19, 1957; Thirty- eighth Annual Convention, Chicago, IL, September 1-4, 1958; Thirty- ninth Annual Convention, Minneapolis, MN, August 24-27, 1959; Fortieth Annual Convention, Miami Beach, FL, October 17-20, 1960; Forty-sixth Annual Convention, Washington, DC, August 29 - September 1, 1966; Forty-seventh Annual Convention, Boston, MA, August

28-31, 1967; Forty-eighth Annual Convention, New Orleans, LA, September 9-12, 1968; Forty-ninth Annual Convention, Atlanta, GA, August 25-28, 1969; Fiftieth Annual Convention, Portland, OR, August 31 - September 3, 1970; Fifty-first Annual Convention, Houston, TX, August 30 - September 2, 1971; Fifty-second Annual Convention, Chicago, IL, August 21-24, 1972; Fifty-third Annual Convention, Honolulu, HI, August 19-23, 1973; Fifty-fourth Annual Convention, Hollywood, FL, August 19-22, 1974; Fifty-fifth Annual Convention, Minneapolis, MN, August 18-21, 1975; Fifty-sixth Annual Convention, Seattle, WA, August 23-26, 1976; Fifty-seventh Annual Convention, Denver, CO, August 22-25, 1977; Fifty-eighth Annual Convention, New Orleans, LA, August 21-24, 1978; Fifty-ninth Annual Convention, Houston, TX, August 20-23, 1979; Sixtieth Annual Convention, Boston, MA, August 18-21, 1980; Sixty-first Annual Convention, Honolulu, HI, August 30 - September 2, 1981; Sixty-second Annual Convention, Chicago, IL, August 23-26, 1982; Sixty-third Annual Convention, Seattle, WA, August 22-25, 1983; Sixty-fourth Annual Convention, Salt Lake City, UT, September 2-5, 1984; Sixty-sixth Annual Convention, Cincinnati, OH, September 1-4, 1986; Sixty-seventh Annual Convention, San Antonio, TX, August 24-27, 1987; Sixty-eighth Annual Convention, Louisville, KY, September 5-8, 1988; Seventieth Annual Convention, Indianapolis, IN, August 27-30, 1990; Seventy-first Annual Convention, Phoenix, AZ, September 2-5, 1991; Seventy-second Annual Convention, Chicago, IL, August 24-27, 1992; Seventy-third Annual Convention, Pittsburgh, PA, September 6-9, 1993; Seventy-fifth Annual Convention, Indianapolis, IN, September 2-6, 1995; Seventy-sixth Annual Convention, Salt Lake City, UT, September 2-5, 1996; Seventy-seventh Annual Convention, Orlando, FL, September 1-4, 1997; Seventy-eighth Annual Convention, New Orleans, LA, September 5-10, 1998; Seventy-ninth Annual Convention, Anaheim, CA, September 4-8, 1999; Eighty-second Annual Convention, Charlotte, NC, August 23-29, 2002; Eighty-fourth Annual Convention, Nashville, TN, August 28 - September 2, 2004; Eighty-fifth Annual Convention, Honolulu, HI, August 19-25, 2005; Eighty-sixth Annual Convention, Salt Lake City, UT August 26-31, 2006; Eighty-seventh Annual Convention Reno, NV, August 20-30, 2007; Eighty-eighth Annual Convention, Phoenix, AZ, August 23-28, 2008; Eighty-ninth Annual Convention, Louisville, KY, August 24-27, 2009; Ninetieth Annual Convention, Milwaukee, WI, August 27 - September 2, 2010; Ninety-first Annual Convention, Minneapolis, MN, August 26 - September 1, 2011; Ninety-second Annual Convention, Indianapolis, IN, August 24-30, 2012; Ninety-third Annual Convention, Houston, TX, August 22-29, 2013; Ninety-ninth Annual Convention, Indianapolis, IN, August 24-29, 2019; One hundredth Annual Convention, Phoenix, AZ, August 30 - September 1, 2021; One hundred first Annual Convention, Milwaukee, Wisconsin, August 27 – September 1, 2022 ; One hundred second Annual Convention, Charlotte, North Carolina, August 25-31, 2023; One hundred third Annual Convention, New Orleans, Louisiana, August 23-29, 2024; and One hundred fourth Annual Convention, Tampa, Florida, August 22-28, 2025.

CONSTITUTION OF THE AMERICAN LEGION AUXILIARY

PREAMBLE

For God and Country, we associate ourselves together for the following purposes:

To uphold and defend the Constitution of the United States of America; to maintain law and order; to foster and perpetuate a one hundred percent Americanism; to preserve the memories and incidents of our associations in all wars; to inculcate a sense of individual obligation to the community, state and nation; to combat the autocracy of both the classes and the masses; to make right the master of might; to promote peace and goodwill on earth; to safeguard and transmit to posterity the principles of justice, freedom and democracy; to participate in and contribute to the accomplishment of the aims and purposes of The American Legion; to consecrate and sanctify our association by our devotion to mutual helpfulness.

ARTICLE I

Name

Section 1. The name of this organization shall be the American Legion Auxiliary.

Section 2. The National Headquarters of the American Legion Auxiliary shall be in the same city or metropolitan area as The American Legion National Headquarters.

ARTICLE II

Nature

Section 1. The American Legion Auxiliary is a civilian patriotic service organization that supports the mission of The American Legion.

Section 2. The American Legion Auxiliary shall be absolutely nonpolitical and shall not be used for the dissemination of partisan principles nor for any promotion of the candidacy of any person seeking public office or preferment.

ARTICLE III

Membership

Section 1. Eligibility for membership in the American Legion Auxiliary is determined by The American Legion. The eligibility requirements from The American Legion governing documents shall be provided as a footnote to this Constitution for information purposes and shall be updated as appropriate.¹

Section 2. There shall be two (2) classes of membership, Senior and Junior.

- (a) Senior membership shall be composed of members aged eighteen (18) and older; provided, however, a member eligible under Section 1 of this article and who is under the age of eighteen (18) years and married shall be classified as a Senior member.
- (b) Junior membership shall be composed of members under the age of eighteen (18) years, whose activities shall be supervised by the Senior membership. Upon reaching the age of eighteen years, Junior members shall automatically be admitted into Senior membership with full privileges.
- (c) Dues of both classes shall be paid annually or for life.

Section 3. A member whose dues are paid up-to-date and who is not subject to suspension or expulsion shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the Unit.

Section 4. Each unit of the ALA, except department headquarters units, has the authority to decide its membership and shall be responsible for verifying eligibility of prospective members, transfer or new.

Section 5. No person who is a member of an organization which has for its aim the overthrow of the United States Government or who subscribes to the principles of any group opposed to our form of government shall be eligible to become or remain a member of the American Legion Auxiliary.

Section 6. Membership can only be offered upon an affirmative vote of the unit members. Unless an alternate procedure is set forth in the unit bylaws.

¹ Membership in the American Legion Auxiliary shall be limited to the:

- (1) Grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of members of The American Legion; and
- (2) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who served in either of the following

- periods: April 6, 1917, to November 11, 1918, and any time after December 7, 1941, who being a citizen of the United States at the time of their entry therein served on active duty in the Armed Forces of any of the governments associated with the United States during either eligibility periods and died in the line of duty or after honorable discharge;
- (3) grandmothers, mothers, sisters, spouses, and direct and adopted female descendants of all men and women who were in the Armed Forces of the United States during either of the following periods: April 6, 1917, to November 11, 1918; and any time after December 7, 1941, who served on active duty in the Armed Forces of the United States during either eligibility periods and died in the line of duty or after honorable discharge; and
 - (4) to those women who of their own right are eligible for membership in The American Legion.

ARTICLE IV

National Officers

Section 1. The National Organization shall have the following national officers: National President, National Vice President, five (5) National Division Vice Presidents, National Secretary, National Treasurer, National Chaplain, and National Historian.

Section 2. The National Convention shall elect the following term- limited national officers: National President, National Vice President, National Division Vice Presidents, National Chaplain, and National Historian. Each National Division Vice President shall serve without seniority. Such officers shall serve for one (1) term or until their successors are elected; a term shall start upon adjournment of the convention at which they are elected and end at the adjournment of the following National Convention.

Section 3. In the event of a vacancy in the office of the President, the National Vice President shall become President and shall assume the duties and authority of the office. Vacancies occurring between National Conventions in these offices other than National President shall be filled by election by the National Executive Committee, and any member of the American Legion Auxiliary, in good standing, shall be eligible for election to such vacancy, provided, however, that no Past National President, or Past National Vice President shall be elected to fill any vacancy in these respective offices.

Section 4. The National Secretary and National Treasurer may serve an unlimited number of terms and shall be confirmed annually by the National Executive Committee.

ARTICLE V

National Executive Committee

Section 1. Between National Conventions, the National Executive Committee (NEC) shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization.

Section 2. The National Executive Committee shall be comprised of the National President, National Vice President, the five (5) National Division Vice Presidents, National Chaplain, National Historian, and one (1) National Executive Committee person or alternate from each Department, to be elected as such Department shall determine. Alternates shall serve only in the absence of the National Executive Committee person.

The National Secretary and National Treasurer shall be members of the National Executive Committee, and, when the positions are held by employees of National Headquarters, the National Secretary and National Treasurer shall serve with all rights except the right to vote.

All Past National Presidents in good standing in their Units shall be members for life of the National Executive Committee, with all rights except the right to vote.

Section 3. The National President and National Vice President shall serve as Chairman and Vice Chairman of the National Executive Committee respectively.

Section 4. The term of office of a National Executive Committee person shall commence immediately following the adjournment of the National Convention next ensuing and shall end at the adjournment of the next succeeding National Convention.

ARTICLE VI

National Convention

Section 1. The American Legion Auxiliary National Convention shall be held annually at the same time and place as the convention of The American Legion for the purpose of electing officers, receiving reports, and transacting such other business as shall properly come before it.

Section 2. Representation in the National Convention shall be by Departments. Each Department shall be entitled to delegates based upon the number of members whose dues are paid up-to-date as provided in the Standing Rules. Changes to the formula for delegate voting strength and the manner for casting votes may be

determined only by a two-thirds vote of the National Convention delegates.

Section 3. The National President and National Vice President shall be delegates-at-large to the National Convention, with vote to be exercised with their Departments, and shall serve as National Convention Chairman and Vice Chairman respectively.

Section 4. The five (5) National Division Vice Presidents, the National Chaplain, and the National Historian shall be delegates-at-large to the National Convention, with vote to be exercised with their Departments.

Section 5. Past National Presidents in good standing in their Units shall be life delegates-at-large to the National Convention, with vote to be exercised with their Departments.

Section 6. Members of the National Executive Committee shall be delegates-at-large to the National Convention, with vote to be exercised with their Departments.

Section 7. National Committee Chairmen (Americanism, American Legion Auxiliary Girls Nation, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution & Bylaws, Education, Finance, Junior Activities, Leadership, Legislative, Membership, National Security, Poppy, Public Relations, Risk & Compliance, and Veterans Affairs & Rehabilitation) shall be delegates-at-large to the National Convention, unless already a delegate-at-large. Vote to be exercised with their departments.

Section 8. Each delegate shall be entitled to one vote. The vote of any delegate absent and not represented by an alternate may be cast by the majority of the delegates present from the delegate's Department. The manner for casting votes shall be as provided in the National Convention Standing Rules.

Section 9. A quorum shall exist at a National Convention when sixty (60) percent of the Departments are represented by having paid their National Convention registration fees.

Section 10. Additional information regarding National Convention delegates shall be as provided in the Standing Rules.

ARTICLE VII

Amendments

Section 1. This Constitution may be amended at any National Convention by a two-thirds vote of the National Convention delegates, provided the proposed

amendments shall have been submitted by the Monday after the third Friday in July to the National Secretary who shall then distribute them to the Departments and members of the National Executive Committee at least twenty (20) days prior to the convening of the next National Convention. Departments shall be responsible for distributing the proposed amendments to their delegates to the National Convention.

Section 2. Amendments proposed after distribution may be adopted by a two-thirds vote of the National Convention delegates, provided they have been read at one session of the National Convention prior to taking the vote.

BYLAWS

OF THE

AMERICAN LEGION AUXILIARY

ARTICLE I

Organization

Section 1. The American Legion Auxiliary shall be organized into Divisions and Departments, and the Departments in turn into Units.

Section 2. Each Division shall be composed of at least seven (7) Departments.

Section 3. There shall be no more than one (1) Department in each state and in the District of Columbia, and there may be one (1) Department in each territory of the United States. The National Executive Committee may establish Departments or Units in the insular and other possessions of the United States and may also establish Units in foreign countries.

Section 4. Such intermediate bodies now existing within the Departments and heretofore authorized or recognized by such Department are hereby officially recognized to the extent of the authority granted herein.

Section 5. A Unit in the territorial or insular possessions of the United States or in a foreign country, which does not have Department status, may have the status of a foreign Unit not attached to any specific Department of the American Legion Auxiliary. Any such Unit which requests affiliation with a Department shall be assigned to the same Department as its American Legion Post, if accepted by the Department. If there is no Department of the American Legion Auxiliary, the National Executive Committee shall assign said Unit to a Department.

ARTICLE II

Election and Appointment of Officers

Section 1. The election of the following officers shall be by secret ballot: National President, National Vice President, five (5) National Division Vice Presidents, National Chaplain, and National Historian. A majority of the votes cast shall be necessary to elect. When there is but one (1) candidate for an office, the nominee may be elected by voice vote.

Section 2. There shall be a National Secretary and National Treasurer to be nominated by the National President and confirmed by the National Executive Committee at the Post-Convention National Executive Committee Meeting.

Section 3. The five (5) National Division Vice Presidents shall be nominated in their respective Division Caucuses.

Section 4. All national officers shall be in good standing in their Units.

Section 5. No person shall be eligible for reelection to the office of National President, National Vice President, National Division Vice President, National Chaplain, or National Historian.

ARTICLE III

Duties of Officers

Section 1. National President: It shall be the duty of the National President to preside at all sessions of the National Convention and meetings of the National Executive Committee; to appoint or hire a parliamentarian(s) and shall serve as an ex-officio member of all committees. It shall be the duty of the National President to appoint members of national standing and national committees; to appoint other committees as the National President deems advisable to further the mission of the organization; and to appoint officials not otherwise provided for in these Bylaws, all subject to confirmation by the National Executive Committee. The National President shall perform other duties as are usually incident to the office.

Section 2. In the event the National President becomes incapacitated or is otherwise unable to discharge the duties of the National President, the National Executive Committee may declare the position vacant. In the event there is a vacancy in the office of the National President, the National Vice President shall become President and shall assume the duties and authority of the office. In the event the National Vice President has assumed the office of National President for a period of less than six (6) months, said person may run for a succeeding full term as National President.

Section 3. National Vice President: It shall be the duty of the National Vice President to be the presiding officer at a meeting of the organization in the absence of the National President.

The National Vice President shall assume such other duties as assigned by the National President.

In the event the National Vice President thus assumes the office of National President, the National Executive Committee shall fill the office of National Vice

President. If this term is less than six (6) months, the person so named is eligible to election by regular process to the office of National Vice President.

Section 4. In the absence of both the National President and the National Vice President, a chairman pro tempore shall be elected by the National Executive Committee.

Section 5. National Secretary: It shall be the duty of the National Secretary to record proceedings and submit official meeting minutes of the National Executive Committee meetings to be retained at national headquarters.

The national secretary has the responsibility to ensure national convention proceedings are approved by the Minutes Approval Committee and distributed.

The National Secretary serves as the official liaison between the National Executive Committee and any department under disciplinary action. The National Secretary is responsible for supplying updates to the National Executive Committee regarding the status of a department's disciplinary action. It is the responsibility of the National Secretary as a corporate officer to be educated on the authorized use of all American Legion Auxiliary trademarks, trade names, patents and copyrights. The National Secretary will report issues regarding trademarks, trade names, patents and copyrights to the National Executive Committee. The National Secretary shall perform other duties as provided in the governing documents or as assigned.

Section 6. National Treasurer: It shall be the duty of the National Treasurer to serve as custodian of the funds of the National Organization, to account for the same, to sign all checks in disbursing the funds of the organization and shall perform other duties as assigned. In the absence of or in addition to the National Treasurer, the National Secretary and the Executive Director shall be authorized to sign checks according to policy.

Section 7. National Division Vice Presidents: It shall be the duty of the National Division Vice Presidents to act as representatives of the National President on all matters referred to them by the National President, to be advisory heads of their respective National Divisions, and to perform other duties as assigned by the National President.

Section 8. National Chaplain: It shall be the duty of the National Chaplain to offer prayer and to perform such divine and nonsectarian services as may be necessary, adhering to such ceremonial rituals as may be recommended by the National President or the National Executive Committee, and shall perform other duties as assigned.

Section 9. National Historian: It shall be the duty of the National Historian to

complete a historical record of the current administrative year, to maintain and update the historical records of the National Organization through the process provided in the Standing Rules and shall perform other duties as assigned.

ARTICLE IV

National Executive Committee

Section 1. Role: The National Executive Committee shall serve as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization between National Conventions. It shall be the duty of the National Executive Committee, as corporate directors for the American Legion Auxiliary, to ensure that the organization has adequate resources to fulfill its mission. The National Executive Committee is responsible for the organization's adherence to legal standards and ethical norms.

Section 2. Authority: The National Executive Committee shall adopt the annual budget for the National Organization; adopt policies and standing rules, unless otherwise noted in the National Constitution or these Bylaws; review financial statements and accept the national annual audit; ratify committees; confirm the nomination of the National Secretary and the National Treasurer, confirm committee and other national appointments, and confirm the appointment of officials not otherwise provided for in these Bylaws; address all questions regarding the election and capacity of national officers per the National Standing Rules; address all questions regarding conduct of entities as provided in these bylaws; levy assessments as needed; ratify the cancellation of charters; receive for filing reports from national subsidiary organizations; and other duties and responsibilities that are the normal function of a corporate board of directors.

Section 3. Duty: It shall be the duty of each National Executive Committee person to fulfill the responsibilities of the National Executive Committee, and to articulate the organization's mission, goals and accomplishments to the public and to the Committee person's Department.

Section 4. Meetings: The National Executive Committee shall meet as provided in the Standing Rules. Special meetings may be held upon reasonable notice at the call of the National President. The National President shall call a meeting of the National Executive Committee upon written request of not less than fifteen (15) members.

Section 5. Quorum: A majority of the voting National Executive Committee members shall constitute a quorum of the National Executive Committee.

Section 6. Executive Committee to the NEC: There shall be an Executive Committee to the National Executive Committee. The purpose of the Executive Committee shall be:

- 1) to review, research and make recommendations to the NEC on matters requiring NEC action; and
- 2) to address and act on time sensitive matters subject to ratification by the NEC, except those duties reserved for the Executive Committee in the Bylaws Article V.
- 3) The Executive Director shall be hired, disciplined, or terminated by a majority vote of the Executive Committee of the National Executive Committee, in accordance with the terms of employment established by the Executive Committee. The Executive Director shall regularly be evaluated by the Executive Committee. In the event of a vacancy in the position of Executive Director, the Executive Committee may name a person to serve in that capacity until a new Executive Director is hired.
- 4) The National President, National Vice President, National Secretary, the immediate Past National President, and five (5) National Executive Committee persons, one from each Division, who will be elected annually by the national executive committee persons in their respective divisions through an application process, and one (1) Past National President serving on the Finance Committee appointed by the national president annually, shall comprise the Executive Committee to the National Executive Committee. The Executive Director shall be invited to all meetings of the Executive Committee to the National Executive Committee except when the meeting(s) pertains to Executive Director performance.

ARTICLE V

Executive Director

The Executive Director shall be responsible for implementing the policies and directives of the National Executive Committee. The Executive Director shall oversee the hiring, disciplining, and terminating of all National Headquarters employees and perform such duties as provided in the Standing Rules or as assigned. The Executive Director shall be hired, disciplined, or terminated by a majority vote of the Executive Committee of the National Executive Committee, in accordance with the terms of employment established by the Executive Committee. The Executive Director shall regularly be evaluated by the Executive Committee. In the event of a vacancy in the position of Executive Director, the Executive Committee may name a person to serve in that capacity until a new Executive Director is hired.

ARTICLE VI

Committees

Section 1. Pursuant to the Article on Duties of Officers, the National President may appoint committees as the National President deems advisable to further the mission of the organization, subject to ratification by the National Executive Committee. When a vacancy occurs on a committee, the National President shall appoint a member to serve the remainder of the unexpired term, all subject to confirmation by the National Executive Committee.

Section 2. There shall be the following core National Standing Committees: Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, Risk & Compliance, and such other mission and member/organizational support committees as provided in the Standing Rules.

Section 3. The composition, terms, and purpose of the National Standing Committees and National Committees shall be as provided in the Standing Rules. Amendments to the composition, terms, or purpose of such national committees may be determined only by a two-thirds vote of the National Convention delegates.

Section 4. If a member of a national committee is a member of the ALA, they shall be in good standing in their unit.

ARTICLE VII

Subsidiary Organizations

Section 1. A separately incorporated American Legion Auxiliary subsidiary organization shall conform and comply with all legal and organizational requirements of the National Organization to ensure that the required constant and continuous control of all trademarks and trade name law is satisfied.

All subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by the United States trademark laws and by action of the American Legion Auxiliary National Convention or the American Legion Auxiliary National Executive Committee. At a minimum, each subsidiary organization must comply with the regulations provided in the Standing Rules.

ARTICLE VIII

Department Organization

Section 1. Departments of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Departments shall be governed by their own Department Constitution and/or Bylaws, rules and policies, which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules and policies.

Section 2. Departments shall be chartered by the National Executive Committee and shall be comprised of the Units within their respective areas. A minimum of five hundred (500) adult members shall be required to issue a Department charter. Each Department charter shall be signed by the National President and the National Secretary.

Section 3. Each Department shall have a Department governing board, hereafter referred to in these national governing documents as the Department Executive Committee.

Section 4. Each Department shall have the following department officers: Department President, Department Vice President(s), Department Secretary, Department Treasurer (or Department Secretary-Treasurer), National Executive Committee person, an Alternate National Executive Committee person, and may have a chaplain, historian, and such other officers as the governing documents of the Department may prescribe. If a department officer is a member of the ALA, they shall be in good standing in their unit.

Section 5. Departments shall have authority to create intermediate bodies

between the Units and Department to act as a liaison between such organizations and for the purpose of promoting the programs of the American Legion Auxiliary. An intermediate body shall be administratively subject to the Department and totally under Department jurisdiction. Department Executive Committees shall have the authority to set forth responsibilities and limits of all intermediate bodies. In no event shall these responsibilities and limits established by the Department Executive Committee usurp the prerogatives of the National Organization, Departments, and Units.

Section 6. Departments shall have a Department Headquarters Unit. The Department Headquarters Unit will not have officers nor governing documents. The Department Executive Committee shall have the authority to discipline members of the Department Headquarters Unit.

Section 7. All persons handling funds of the Department shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity-crime insurance in an adequate amount as determined by the Department Audit Committee, Department Finance Committee, and/or Department Executive Committee.

ARTICLE IX

Unit Organization

Section 1. Units of the American Legion Auxiliary are separate entities that operate independently as affiliates of the American Legion Auxiliary National Organization. Units shall be governed by their own Unit Constitution and/or Bylaws which shall not conflict with the National Constitution & Bylaws, National Standing Rules, National rules and policies, Department Constitution and Bylaws, or Department rules and policies.

Section 2. Those who desire to form a Unit shall apply to the Post to which it will attach and the Department in which it resides as provided in the Standing Rules. Upon receipt of a properly executed charter application from the Department, the Unit charter shall be signed by the National President and National Secretary.

Section 3. The minimum number of members to charter a new unit shall be ten (10) senior members, with the exception of a Department Headquarters Unit that shall have no minimum membership requirement.

Section 4. A Unit shall be given the name, location, and number of The American Legion Post to which it is attached.

Section 5. The qualifications and process for establishing and existing as a

Unit in good standing shall be as provided in the Standing Rules.

Section 6. All persons handling funds of the Unit shall be bonded by a reputable, solvent bonding and surety company; or shall be covered by fidelity/crime insurance in an adequate amount as determined by the Unit.

ARTICLE X

Finance

Section 1. The revenue of the American Legion Auxiliary shall be derived from annual membership dues in a per capita amount established by the National Convention delegates, and from such other sources as may be approved by the National Executive Committee. Modification to the National per capita dues for members shall require a two-thirds vote in the affirmative by the National Convention delegates. Dues shall be payable in amounts as provided in the Standing Rules. A member's status is dependent upon timely payment of dues as provided in the Standing Rules.

Section 2. The National Organization shall ensure that all persons handling funds of the National Organization shall be bonded by a reputable, solvent bonding and surety company, or shall be covered by fidelity/crime insurance in an adequate amount approved by the National Secretary and National Treasurer and reported to the National Risk & Compliance Committee.

Section 3. With the exception of the National President and National Vice President, there shall be no salaried officers. Necessary expenses incurred by national officers, National Executive Committee persons and chairmen of national committees in the exercise of their duties to the American Legion Auxiliary may be paid from the national treasury when authorized by the national budget or authorized by the National President and approved by the National Executive Committee.

ARTICLE XI

Discipline

Section 1. Unit Member Discipline

a) Each unit, except for department headquarter units, has the responsibility for the discipline of its members for any good and sufficient cause. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard. Units shall adopt procedures for member discipline. Disciplinary actions may include any of the following:

- Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.
- Probation: Membership is retained under specific terms and conditions for improvement for a specified period no longer than a year.
- Suspension: Temporary loss of any or all membership rights and privileges for a specified period no longer than a year.
- Expulsion: loss of membership for severe or repeated violations.

b) A member disciplined by the member's unit may appeal the unit's disciplinary action in writing to the Department Executive Committee. The Department Executive Committee shall adopt procedures to handle such appeals.

Section 2. Department Headquarter Unit Member Discipline

a) The department executive committee has the responsibility for the discipline of its headquarter unit members for any good and sufficient cause. All discipline must be imposed in accordance with the principle of fundamental fairness, which includes notice and an opportunity to be heard. Department Executive Committees shall adopt procedures for member discipline. Disciplinary actions may include any of the following:

- Warning: A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.
- Probation: Membership is retained under specific terms and conditions for improvement for no more than one year.
- Suspension: Temporary loss of any or all membership rights and privileges for a specified period no longer than a year.
- Expulsion: loss of membership for severe or repeated violations.

b) A member disciplined under this section may appeal the disciplinary action to the Department Convention Delegates. The Department Convention Delegates shall adopt procedures to handle such appeals.

Section 3. Unit discipline

a) Units attached to departments may be disciplined by their Department Executive Committee for any good and sufficient cause.

b) Foreign Units not attached to a department may be disciplined by the National Executive Committee for any good and sufficient cause. Disciplinary actions by the National Executive Committee are final.

c) All such disciplinary actions must be imposed in accordance with the principle of fundamental fairness, which includes notice and the opportunity to be heard. The department executive committee

shall permanently keep a record of all disciplinary actions including communications, or meetings concerning the disciplined unit. Disciplinary actions may include any of the following:

- **Warning:** A formal written statement, delivered to the member, outlining the misconduct and expectations for future behavior.
- **Probation:** Unit charter is retained under specific terms and conditions for improvement for a specified period no longer than a year.
- **Suspension:** Temporary loss of any or all unit rights and privileges for a specified period no longer than a year.
- **Cancellation of charter:** The Department Executive Committee may submit a request to the NEC to cancel the charter of a unit for severe or repeated violations.

d) A unit who has been disciplined by its department executive committee may appeal the disciplinary action to the national executive committee by following the procedures in the Standing rules.

e) The national executive committee shall have the authority to overturn, modify, or uphold the disciplinary action of the department. The national secretary shall inform both the unit and the department executive committee of the decision of the national executive committee, whose decision shall be final.

Section 4. Department discipline.

a) The NEC may discipline a department for: denying a member or a unit the rights of fundamental fairness, which shall include notice and a right to be heard; or for failure of the department leadership to adhere to their governing documents.

b) If the national executive committee determines that the department violated the rights of a member, usurped the authority of a unit or department leadership failed to adhere to department governing documents, the national executive committee may impose disciplinary action upon the department. Disciplinary actions may include any of the following:

- **Warning:** A formal written statement, delivered to the department, outlining the misconduct and expectations for future behavior.
- **Probation:** Department charter is retained under specific terms and conditions for improvement for a specified period no longer than a year.
- **Suspension:** Temporary suspension of any or all Department rights and privileges for a specified period no longer than a year.
- **Cancellation of charter:** The Department charter may be canceled for

severe or repeated violations.

c) The NEC shall adopt procedures for the handling of appeals or complaints.

Section 5. Discipline of National Leadership.

a) NEC may discipline any member of the national leadership which shall include national officers, past national presidents, national executive committee members from all departments, and NEC ratified national committee appointees for violation of the Ethical Code of Conduct as adopted by the NEC.

b) Disciplinary actions may include: verbal counseling; written or verbal apology; written or verbal censure from the NEC; probation with corrective terms that encourage restorative justice; suspension from participating in or exercising voting rights on national committees and or national activities for a defined period of time in compliance with applicable state laws; termination of NEC membership, national appointment, and or national elected position as applicable. Once terminated for cause from the NEC, the member is ineligible to hold future positions of the national leadership; and recommendation to unit for expulsion of membership.

c) The NEC shall adopt procedures for the handling of any alleged violation of the Ethical Code of Conduct.

d) The NEC may temporarily suspend the accused from all or some duties and rights of national activities, pending the disposition of the case, without prior hearing, whenever failure to suspend such duties and rights might reasonably be anticipated to result in loss or damage to property or human life or serious damage to the reputation of the ALA.

ARTICLE XII

Cancellation of Charters

Department Charters

Section 1. The National Executive Committee may cancel a department charter following the disciplinary provisions in these Bylaws.

Section 2. A department requesting to surrender its charter requires a department convention body vote. Cancellation of a department charter will become final upon National Executive Committee approval.

Section 3. Upon cancellation of a Department's charter, the National Executive Committee may authorize agents to take custody of all records, assets, and property of the Department, and to take all necessary steps to close the affairs of the Department. The national organization may act in an administrative role until Units can affiliate with another department.

Section 4. In no event shall the National Organization be required to assume any of the Department's debts.

Unit Charters

Section 1. The department executive committee may submit their request to the NEC to cancel the charter of a unit as a result of disciplinary action.

Section 2. A unit requesting to surrender its charter requires notification to all members, a unit vote and approval of its Department Executive Committee. Cancellation of a unit charter will become final upon National Executive Committee approval.

Section 3. Cancellation of a Unit charter shall be in order when two (2) or more Units merge, or when a Unit ceases to function.

Section 4. The National Executive Committee may prescribe rules of procedures to be followed in the cancellation of Unit charters.

Section 5. In the event a department executive committee submits a Unit's charter for cancellation, without the consent of the Unit, the Unit shall have the right of appeal to the National Executive Committee as provided in the Standing Rules.

ARTICLE XIII

Parliamentary Authority

Section 1. The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with applicable state statutes and the American Legion Auxiliary National Constitution, Bylaws, Standing and Special Rules.

ARTICLE XIV

Amendments

Section 1. The Bylaws may be amended at any National Convention by a two-thirds vote of the National Convention delegates, provided the proposed

amendments shall have been submitted by the Monday following the third Friday in July to the National Secretary who shall then distribute them to the Departments and members of the National Executive Committee at least twenty (20) days prior to the convening of the next National Convention

Section 2. Amendments proposed after distribution by the National Secretary may be adopted by a two-thirds vote of the National Convention delegates, provided they have been read at one meeting of the session of the National Convention prior to taking the vote.

ARTICLE XV

Authority

The authority under which all Departments, Units, subsidiaries, intermediate bodies, and affiliated entities of the American Legion Auxiliary shall function is vested in this National Constitution & Bylaws and such Standing Rules as have been duly adopted. Any provision of any Department or Unit Constitution or Bylaws, any subsidiary, intermediate body, or affiliated entity's bylaws, or any regulation of any Department, Unit, subsidiary, intermediate body, or affiliated entity in conflict with the foregoing authority shall be void.

STANDING RULES

OF THE

AMERICAN LEGION AUXILIARY

PREFACE

These American Legion Auxiliary Standing Rules are duly adopted by the appropriate national governing body of the American Legion Auxiliary to provide guidance to the American Legion Auxiliary, its Departments, Units, subsidiaries, and affiliated entities. Standing Rules have the same importance as the National Constitution & Bylaws and may be amended as frequently as needed.

Certain Standing Rules can only be amended or rescinded by action of the National Convention delegates, as specified in Constitution Article VI. National Convention, Section 2; Bylaws Article VI. Committees, Section 3; and Bylaws Article X. Finances, Section1.

Except as noted in the previous paragraph, a standing rule may be amended or rescinded by a two-thirds vote of the National Executive Committee, or, if notice has been given, by a majority vote. In addition to these Standing Rules, supplementary national policies or rules may be adopted as they are needed from time to time by the National Executive Committee or National Convention.

Mission Statement

In the spirit of *Service Not Self*, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad. For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace, and security.

Vision Statement

The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace, and security.

Purposes

In fulfillment of our mission, the American Legion Auxiliary adheres to the following purposes:

- To support and advocate for veterans, military, and their families.
- To support the initiatives and programs of The American Legion.
- To foster patriotism and responsible citizenship.
- To award scholarships and promote quality education and literacy.
- To provide educational and leadership opportunities that uphold the ideals of freedom and democracy and encourage good citizenship and patriotism in government.
- To increase our capacity to deliver our mission by providing volunteer opportunities within our communities.
- To empower our membership to achieve personal fulfillment through *Service Not Self*.

Values

Our statement of values is predicated on the founding purposes:

- Commitment to the four founding principles: justice, freedom, democracy, loyalty.
- Service to God, our country, its veterans, and their families.
- Tradition of patriotism and citizenship.
- Personal integrity and family values.
- Respect for the uniqueness of individual members.
- Truthful, open communication in dealing with the public and our members.
- Adherence to the adopted policies and rules.

AMERICAN LEGION AUXILIARY

NATIONAL LEADERSHIP CODE OF ETHICAL CONDUCT

Service Not Self is a concept that governs everything we do for the American Legion Auxiliary. The ALA exists to support The American Legion and to honor the service of our veterans, military, and their families. The organization has pursued that mission for over a century, and during that time has learned that achieving these goals requires a strong focus on our core values of integrity, honesty, fairness, openness, responsibility, and respect.

This Code of Ethical Conduct (“Code”) provides a framework for how we at the national level apply these core values in our service. The National Executive Committee (“NEC”) is composed of national officers, Past National Presidents, and National Executive Committee members from all departments. The National Leadership team is composed of the NEC and national appointees (collectively, our “National Leadership”). The Code is the defining document explaining the culture of our organization, and we require that all National Leadership read it, understand it, and apply its principles in all of their service for the ALA.

It is in the best interest of the National Organization to actively address all violations of this Code, which is only possible if concerns are raised clearly and quickly. For this reason, we strongly encourage prompt reporting of concerns using the reporting channels described in the Ethical Conduct Review Policy, and all reports will be treated with the same standards described in this Code. The ALA strictly prohibits retaliation against anyone for making a good faith report of suspected wrongdoing. A report is made in good faith if it is made with honest intentions, not maliciously or for personal gain, and the information in that report is true and complete to the best of your knowledge.

When it comes to upholding the values of the ALA, common sense and your moral compass will almost always show you the way, but the Code is here to provide National Leadership with additional guidance and support. Thank you for sharing our commitment to integrity, honesty, fairness, openness, responsibility, and respect as we continue our work together to enhance the lives of veterans, military, and their families, both at home and abroad.

1. Requirements of all National Leaders

a) Ethical Conduct

All National Leaders are expected to uphold and follow the governing documents of the ALA: the National Constitution, Bylaws, and Standing Rules, as well as all national policies and procedures. Conduct that is suspected to be a violation of its governing documents or detrimental

to the best interests of the organization may be referred to the Ethical Conduct Committee. While it is not possible to provide an exhaustive list of all potential ethics violations, some key examples include the following:

- Violations of bylaws, standing rules, or other policies or procedures.
- Violations of federal, state, or local laws that result in a conviction.
- Conduct, whether past or present, that presents potential liability risk, reputational risk, or hinders the mission of the ALA National Organization.

b) Diversity, Equity, and Inclusion

We are proud of our organization's diversity. We are strengthened by the range of backgrounds and beliefs represented by our membership, and we believe that we do our best work in an atmosphere of mutual respect for the worth and dignity of our members, those eligible to become members, our National Headquarters employees, and those we serve. We do not discriminate on the basis of race, sex, national origin, religion, disability, age, sexual orientation, marital status, parental status, medical condition, or any other legally protected characteristic.

2. Requirements Specific to the NEC

In addition to the ethical responsibilities that apply to all National Leaders, the NEC is responsible for the following:

a) Corporate Governance

As national board members, the NEC has an obligation to carry out the following legal duties:

- **DUTY OF CARE.** The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the duty of care that an ordinarily prudent person would exercise in a like position and under similar circumstances. This means that you have a duty to exercise reasonable care when you make a decision as a steward of the ALA.
- **DUTY OF LOYALTY.** You must give undivided allegiance when making decisions affecting the ALA. This means that you must always act in the best interests of the organization and must place the interests of the National Organization above your own personal interests.
- **DUTY OF OBEDIENCE.** You are obligated to obey applicable laws and ALA national governing documents and policies and may not act in a way that is inconsistent with the ALA's mission or goals.

Maintaining law and order is part of our values as an organization, and we are committed to compliance with all applicable federal, state, and local laws and regulations, including but not limited to laws and regulations related to nonprofit administration and governance, labor and employment, financial accountability, taxation, fundraising, trademark protection, and licensing.

As members of a board of directors of a nonprofit organization incorporated in the state of Indiana, NEC members do not need to be experts in the law but do need to familiarize themselves with the laws that apply to their service and are responsible for seeking the advice and knowledge needed to stay reasonably informed. Members are expected to complete annual orientation/training on the duties of nonprofit directors. More information on the duties of Indiana nonprofit directors may be found on Indiana's General Assembly website, Indiana Code Title 23, Article 17 - Nonprofit Corporations.

In addition to the basic duties that exist under the law, the NEC must:

- Promote a culture of integrity by making ethical decisions and reflecting our core values in its actions.
- Ensure that the National Organization conducts all communication, business, and transactions with honesty and transparency.
- Ensure that all ALA national policies are in writing, clearly articulated, officially adopted, regularly reviewed, fairly and consistently enforced, and effectively communicated to everyone governed by them.
- Periodically review the National Organization's structure, procedures, and programs, and determine whether any policies or practices should be changed to comply with applicable laws, ALA national policy and values, or general best practices.
- Attend annual NEC orientation, NEC training sessions, and all NEC meetings unless the absence is excused at the discretion of the National President.

b) Responsible Stewardship

Our success as an organization depends not just on the strength of our programs but on our ability to use our resources wisely. Theft, carelessness, and waste have a direct impact on our culture, our reputation, our integrity, and our ability to carry out our programs, so all NEC members are required to ensure that our assets are used efficiently, and only for legitimate purposes. Specifically, the NEC must ensure that:

- The resources of the organization are responsibly and prudently managed; and
- The organization has the capacity to carry out its programs effectively.

c) Openness and Disclosure

The ALA's reputation depends on maintaining trust with the public. For this reason, the NEC is responsible for ensuring that the National Organization provides comprehensive, timely, and appropriate information to the public, the media, and its members, and is responsive to reasonable requests for information, and that all information about the National Organization fully and honestly reflects the policies and the practices of the ALA.

d) Conflicts of Interest

As nonprofit board members, members of the NEC have a legal duty to act in the best interests of the ALA and to avoid conflicts of interest as detailed in our Conflict of Interest Policy. Evaluating whether a conflict of interest exists can be difficult, and may involve a number of considerations, which is why you are required to annually disclose all potential and actual conflicts of interest of which you are aware, disclose any time you become aware of a conflict, and abstain from voting on such matters.

e) Fundraising

The ALA deeply values its relationships with individual and corporate donors. As detailed in national policy, all NEC members are required to protect the privacy of ALA national donors, and to ensure that funds are always expended in a manner that is consistent with donor intent.

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THE STANDING RULES

OF THE AMERICAN LEGION AUXILIARY:

I. NATIONAL ORGANIZATION:

1. The American Legion designated the birth date of the American Legion Auxiliary as November 10, 1919.
2. The American Legion Auxiliary shall coordinate with The American Legion on all similar governance and program matters and conduct itself at all times in a manner that ensures harmony.
3. The National Judge Advocate of The American Legion shall be the Counsel General of the American Legion Auxiliary.

Counsel General works directly with NHQ leadership. All requests for information from and opinions by the Counsel General MUST come through the Department Secretary or Department President to the Executive Director, and thence referred to the Counsel General for his ruling and said ruling will be sent by the Executive Director to the Department Officer.

4. National membership programs and department membership goals shall be presented to departments no later than June 1 of the same year.
5. National Headquarters organization chart will be available to the NEC at the beginning of each administrative year.
6. Annual program reports to national chairmen are due June 1. The annual Department Impact Report is due to National Headquarters by July 1.
7. Members and entities of the American Legion Auxiliary may use and distribute names and contact information of its membership data from the American Legion Auxiliary Membership Information System (ALAMIS) for official use only within the American Legion Auxiliary. Unauthorized use, disclosure, or distribution is strictly prohibited.

II. NATIONAL CONVENTION:

1. The date and place of the National Convention of the American Legion Auxiliary shall conform to that of The American Legion.
2. Representation in the National Convention shall be by Departments. Each Department shall be entitled to seven (7) delegates; and one (1) additional delegate for each one thousand two hundred (1,200) members or major fraction thereof, whose current dues have been received by the National Treasurer thirty (30) days prior to the meeting of said National Convention, and to one (1) alternate for each delegate. The delegates and alternates shall be selected not less than two (2) weeks before the National Convention at Department Conventions or in any manner specified by any Department Constitution; provided that the Department hosting the National Convention shall be privileged to hold its Department Convention and select its delegates at the time and place designated by its Department of The American Legion.
3. The National Secretary shall be the Secretary of the National Convention, with the authority to appoint assistant secretaries with the approval of the National President.
4. The officers who are present at the National Convention and the chairmen of the special and standing committees required to report at the National Convention shall be permitted to sit with the National Convention body.
5. The general duties of the following named National Convention committees shall be to consider matters assigned to such committees, to consider matters specifically referred to them by the National Convention, and to conduct other business as described in this section.

There shall be the following special National Convention committees:

- a) Committee on Credentials: The purpose of the Committee on Credentials is to receive and verify the credentials of the Departments and to handle all matters pertaining to the contestation of delegates.
- b) Committee on Rules: The purpose of the Committee on Rules is to propose the rules under which the National Convention shall operate. The Rules shall provide for the orderly organization and operation of the National Convention. The National Convention Standing Rules shall be adopted by a majority vote of the National Convention delegates with continuing power of revision.

- c) Committee on Resolutions: The purpose of the Committee on Resolutions is to receive resolutions and refer them to the proper Pre-Convention Committees, and to formulate such National Convention resolutions not within the jurisdiction of the other established Pre-Convention Committees as listed in this section. This committee shall meet in advance of the other Pre-Convention Committee meetings to allow ample time to properly assign the resolutions to the other Pre-Convention Committees prior to their convening. This committee has no authority to take any action on a resolution other than to refer it to the appropriate Pre-Convention Committee, unless there is a written opinion from Counsel General that a resolution is illegal and can cause the organization, its officers, its National Executive Committee members, appointees and other members to become liable. In such an event, the Committee on Resolutions shall report said action to the National Convention delegates.

At the Pre-Convention Meeting of the Committee on Resolutions, resolutions not within the jurisdiction of any other Pre-Convention Committee shall be presented for explanation by a member of the Committee on Resolutions. Upon conclusion of discussion of each resolution, the committee may vote either to a) recommend to the National Convention delegates that a proposed resolution be adopted; b) recommend to the National Convention delegates that a proposed resolution not be adopted; or c) make no recommendation to the National Convention delegates regarding a proposed resolution. Each member of the Committee on Resolutions and one (1) representative from each department shall be entitled to vote on the recommendation to be made to the National Convention delegates. The Committee on Resolutions shall report its activity to the National Convention delegates.

- d) Any other special National Convention committee as deemed appropriate by the National President.
6. Pre-Convention Committees shall exist for the National Chaplain and National Historian, and for the following national committees: Americanism, Auxiliary Emergency Fund, Children & Youth, Community Service, Constitution & Bylaws (see additional subsection on Constitution & Bylaws in this section), Education, Finance, American Legion Auxiliary Girls Nation, Junior Activities, Leadership, Legislative, Membership, National Security, Poppy, Public Relations, and Veterans

Affairs & Rehabilitation.

The Pre-Convention Committees for the National Chaplain and National Historian shall be comprised of the national officer, plus one member assigned by each department.

The Pre-Convention Committees that correlate to the national committees shall each be comprised of members of the correlating national committee plus one member assigned by each Department.

The purpose of these Pre-Convention Committee meetings is to consider and to make recommendations upon subject matters assigned; to receive reports from their corresponding committees; to review accomplishments and best practices of the year; to recognize committee members, Departments, Units or others for exemplary achievements; to ensure a smooth transition to the incoming standing committee; to offer recommendations regarding goals and other pertinent matters to foster advancement and fulfillment of the Auxiliary's mission; and to make a recommendation on each proposal assigned to it by the Resolutions Committee. Upon conclusion of open discussion regarding each proposal, the committee may vote either to a) recommend to the National Convention delegates that a proposal be adopted; b) recommend to the National Convention delegates that a proposal not be adopted; or c) make no recommendation to the National Convention delegates regarding a proposal.

All Pre-Convention Committee meetings shall be open to all delegates. Only those delegates assigned to the Pre- Convention Committee shall have voice and vote, unless authorized by a majority vote of the Pre-Convention Committee, in which case voice only may be granted. Each proposal shall be presented for explanation by a member of the Pre-Convention Committee. Upon conclusion of open discussion of each proposal, the committee may vote either to a) recommend to the National Convention delegates that a proposed resolution be adopted; b) recommend to the National Convention delegates that a proposed resolution not be adopted; or c) make no recommendation to the National Convention delegates regarding a proposed resolution. Each member of a Pre-Convention Committee and one representative assigned from each department shall be entitled to vote on the recommendation to be made to the National Convention delegates.

7. The purpose of the Pre-Convention Committee on Constitution & Bylaws is to receive and consider all proposed amendments to

the governing documents that are to be presented to the National Convention delegates, and to verify that amendments adopted by the National Convention are correctly incorporated into the governing documents.

The purpose of the meeting of the Pre-Convention Committee on Constitution & Bylaws is to clarify the meaning of the proposals for National Convention delegates prior to National Convention.

The Pre-Convention Committee meeting on Constitution & Bylaws shall be open to all members and shall be held at a time that does not conflict with the meetings of all other Pre-Convention Committees. Each proposed amendment shall be presented for explanation by a member of the Pre-Convention Committee on Constitution & Bylaws. Any delegate may ask a clarifying question. Such questions from non-members of the Pre-Convention Committee on Constitution & Bylaws shall be limited to clarifying the intent or purpose of a proposal. There shall be no debate on the merits of the proposal based on clarifying questions from non- members of the committee.

Upon conclusion of open discussion regarding clarification of each proposed amendment, the committee may discuss the merits of the proposal and may vote either to a) recommend to the National Convention delegates that a proposed amendment be adopted; b) recommend to the National Convention delegates that a proposed amendment not be adopted; or c) make no recommendation to the National Convention delegates regarding a proposed amendment. Each member of the Pre-Convention Committee on Constitution & Bylaws and one (1) representative assigned from each department shall be entitled to vote on the recommendation to be made to the National Convention delegates.

8. Each Division of the National American Legion Auxiliary shall, for the purpose of nominating a National Division Vice President, meet at a time and place designated by the Call of the National President. Rules and suggested agenda for Division Caucuses shall be sent out from National Headquarters prior to the National Convention or included with the Call to National Convention. Any candidate endorsed for the position of National Division Vice President shall not be announced until an official Division Caucus immediately preceding the year of the member's candidacy.

9. The National President shall appoint the National Convention Host City Chair who is charged with preparation of the preliminary plans and local arrangements for the National Convention in consultation with and with the approval of the National President.

The National President may also appoint a National Chair and Vice Chairman of Pages, and Personal Pages. The National Convention Host City Chairman shall appoint the host committee, including a Vice Chairman, a Secretary, and members of all committees necessary for the functioning of the National Convention on the local level, with all such appointments to be approved by the National President.

III. NATIONAL CONFERENCES FOR DEPARTMENT LEADERS:

1. A Department Leadership National Conference shall be held annually. Necessary expenses incurred for attendance may be paid from national funds as determined by the National Executive Committee.
2. When a national training, meeting, or conference for specified department leaders is presented, and expenses for attendance are paid by the National Organization, the specified department leaders for whom the training, meeting, or conference is prepared and presented are expected to attend, absent a valid excuse presented to and accepted by the National President or Executive Director.
3. Failure to attend as expected if registered shall result in the National Headquarters invoicing the department for said expense.

IV. DUTIES OF NATIONAL OFFICERS:

In addition to the duties of the National Officers as provided in the National Constitution & Bylaws, the following officers shall abide by the following rules and regulations:

NATIONAL PRESIDENT:

1. The National President's pin adopted in 1930 shall be the official pin of the office of National President to be passed down from the outgoing national president to the incoming national president. The Past National President's pin, available from Legion Emblem Sales, shall be available for purchase only by Past National Presidents.
2. The National President shall authorize attendees to budgeted events.

NATIONAL VICE PRESIDENT:

1. The National Vice President shall assist the national president by attending events at the national president's request and advising national committee chairs for specific purposes as directed by the president.
2. The National Vice President shall not attend Department Conferences or Conventions or other functions in an official or unofficial capacity unless specifically authorized to do so by the National President, with attendance at the National Vice President's own Department Conference or Convention being the exception.

NATIONAL DIVISION VICE PRESIDENTS:

1. The National Division Vice Presidents shall not attend National or Department Conferences or Conventions in an official capacity unless specifically authorized to do so by the National President. Attendance by a National Division Vice President at said officer's own Department Convention is the exception; National Division Vice Presidents may attend as a member from their own Department in which case a National Division Vice President does not assume an official position or attitude and no special courtesies should be accepted.
2. While National Division Vice Presidents may contact Department Presidents regarding their tentative date for an official visit, the request for the official visits of the National Division Vice President must be sent by the Department. The National Division Vice President shall not complete plans for any visit until an official authorization from the National President is received.
3. The official visit of the National Division Vice President to a Department shall be for a duration not to exceed forty-eight (48) hours unless an exception has been authorized by the National President. The agenda for a National Division Vice President's visit to a Department shall be planned and provided in advance.
4. National Division Vice Presidents shall not be authorized to visit Puerto Rico or the Philippine Islands, nor shall they present themselves as representatives of the American Legion Auxiliary on personal or unofficial visits to foreign destinations during their term of office.
5. National Division Vice Presidents shall arrange for and conduct their Division Caucuses at the National Convention.

6. Endorsed candidates for National Division Vice President shall not send notice of their endorsements to candidates for National President until the year before they will be a candidate for such office in their respective Division.

NATIONAL CHAPLAIN:

1. The National Chaplain is responsible for all invocations and benedictions at official meetings.
2. The National Chaplain shall conduct the official Memorial Service for any deceased Past National President at the National Convention.

NATIONAL HISTORIAN:

1. The National Historian shall prepare a written account of the organization's current administrative year for reference in the compilation of future American Legion Auxiliary National history books. Quarterly reports are due to National Headquarters within thirty (30) days of end of the quarter for the first three (3) quarters of the administrative year. Failure to submit reports will result in termination of travel authorizations. The completed report is to be filed in National Headquarters no later than December 31 following the National Convention, a copy to be sent to the National President with whom the National Historian served. The Past National Historian pin will be presented when a completed history is received by December 31 of the year in which the National Historian leaves office and is accepted by the National President for whom the National Historian served.
2. The National Historian shall be responsible for compiling and sending to the Departments an "Outline and Rules for Department Histories" that Departments must follow when submitting entries to be judged for a National award. Judging of the Department Histories shall be done by the five (5) National Division Vice Presidents under the supervision of the National Historian. The National Historian shall also be responsible for communicating to Departments the importance of keeping and preserving a written record and of collecting, categorizing, and preserving American Legion Auxiliary memorabilia.

V. NATIONAL EXECUTIVE COMMITTEE:

1. The National Executive Committee shall meet at least three (3) times a year, with notice, at the call of the National President. Meetings of the National Executive Committee shall be open except when the National Executive

Committee is meeting in executive session.

2. Chairmen of national committees who are not members of the National Executive Committee shall have the privilege to make motions on behalf of the committee they chair.
3. The National Executive Committee shall determine the membership year for the organization. The membership year is January 1 - December 31.
4. Charter cancellation requests will only be considered at regular National Executive Committee meetings. Cancellation requests approved by the National Executive Committee shall become effective immediately.
5. In the event the National President, National Vice President, National Historian, National Chaplain, or a National Division Vice President becomes incapacitated or is otherwise unable to discharge the duties of the office held, the National Executive Committee may declare that position vacant.
6. In the event the National Secretary or National Treasurer becomes incapacitated or is otherwise unable to discharge the duties of the office, the National Executive Committee may declare the position vacant.

When the position is held by a person who is an employee of National Headquarters, the declaration of vacancy must be in accord with federal and state employment law and for good cause on the motion of the National President.

7. THE NATIONAL EXECUTIVE COMMITTEE HAS THE AUTHORITY TO ACCEPT OR REJECT APPEALS FOR CONSIDERATION UNDER THE FOLLOWING CATEGORIES:

Disciplinary Action Imposed on Member: Members disciplined by a Unit have the right to appeal to the Department Executive Committee (DEC). The NEC may consider an appeal from a member under the following circumstances:

- a. The DEC denied or prevented the member from accessing the established appeals process, including the member's submission to the DEC of a written statement outlining the alleged improper disciplinary action; or
- b. The DEC fails to identify and address a violations of members rights or principles of fundamental fairness including adequate notice and opportunity to be heard; or
- c. The DEC imposes disciplinary action on a member in violation of governing documents.

Disciplinary Action Imposed on Unit: units disciplined by a department

have the right to appeal to the NEC. The NEC may consider appeals from units when:

- a. The disciplinary action imposed by the department violated the principles of fundamental fairness including adequate notice and opportunity to be heard; or
- b. The disciplinary action imposed by the department violated national governing documents; or
- c. The cancellation or revocation of a unit charter was executed in violation of national governing documents.

8. THE NEC HAS THE AUTHORITY TO CONSIDER COMPLAINTS REGARDING THE FAILURE OF DEPARTMENT LEADERSHIP TO ADHERE TO THE DEPARTMENT'S GOVERNING DOCUMENTS WHEN:

- a. Three (3) or more units file the same complaint; or
- b. Three (3) or more members of the DEC file the same complaint.

9. A UNIT WHOSE CHARTER HAS BEEN CANCELED WITHOUT ITS CONSENT MAY APPEAL THE DEPARTMENT'S ACTION TO THE NATIONAL EXECUTIVE COMMITTEE WITHIN SIXTY (60) DAYS OF RECEIPT OF NOTICE OF THE DEPARTMENT'S ACTION.

10. ALL APPEALS AND COMPLAINTS TO THE NEC MUST BE SUBMITTED ELECTRONICALLY VIA THE OFFICIAL NATIONAL EXECUTIVE APPEALS AND NATIONAL EXECUTIVE COMPLAINT FORMS AVAILABLE ON THE NATIONAL WEBSITE.

- a) Appeals and complaints submitted through the official forms shall be distributed to the NEC within sixty (60) days of receipt, unless additional review by The American Legion National Judge Advocate is required.
- b) Upon distribution of the official form(s) to the NEC, and unless there is a regularly scheduled meeting within the required timeframe, the National President shall call a special meeting of the NEC, to be held in executive session within sixty (60) days.
- c) Notification of acceptance appeals and complaints shall be provided electronically to the appellant or complainant and department officers within thirty (30) days of NEC determination.
- d) NEC accepted appeals and complaints will be reviewed by a special sub-committee of the NEC appointed independently by the National President.
- e) The special subcommittee shall consist of three (3) to five (5) members of the National Executive Committee.
- f) The special subcommittee shall make written findings of facts and recommendations to the National Executive Committee within sixty (60)

days of the formation of the special subcommittee.

- g) Upon receipt of the subcommittee's report, and unless there is a regularly scheduled meeting within the required timeframe, the National President shall call a special meeting of the NEC, to be held in executive session within sixty (60) days, for final consideration.
 - h) The decision of the National Executive Committee shall be final.
11. National Headquarters will include Alternate National Executive Committee members on all communications pertaining to regularly scheduled NEC meetings.

VI. POSITION OF THE EXECUTIVE DIRECTOR

The Executive Director is responsible for:

- 1. Implementing the policies and directives of the National Executive Committee.
- 2. Providing effective management of National Headquarters.
- 3. Hiring, disciplining, and terminating National Headquarters staff.
- 4. Leading the organization in a manner to accomplish the mission, vision, and strategic direction of the organization in conjunction with the board.
- 5. Signing all notes, agreements and other instruments made and entered into and on behalf of the organization, according to approved policies. Communicating and reporting to the National Executive Committee and other stakeholders on a consistent basis.
- 6. Other duties as assigned.

VII. COMMITTEES

- 1. As provided in the National Bylaws, in addition to the core National Standing Committees – Veterans Affairs & Rehabilitation, Children & Youth, Americanism, National Security, Membership, Constitution & Bylaws, Finance, and Risk & Compliance – there shall be the following national committees: Auxiliary Emergency Fund, Community Service, Education, American Legion Auxiliary Girls Nation, Junior Activities, Leadership, Legislative, Poppy, and Public Relations. The overall purpose of each national committee is as specified in this section.

Core National Standing Committees

Veterans Affairs & Rehabilitation: The Veterans Affairs & Rehabilitation Committee shall be comprised of a chairman who shall serve a one-year term; a vice chairman and one (1) member serving staggered two-year terms, one of whom shall be appointed each year to a two-year term, and a representative from each National Division who shall serve a one-year term. The vice chairman shall serve as the National Veterans Affairs Voluntary Service (VAVS) Representative, and the member shall serve as National VAVS Deputy Representative.

The purpose of the Veterans Affairs & Rehabilitation Committee is to promote programs, events and services that assist and enhance the lives of veterans, their families, their caregivers and their survivors, ensuring the best quality of life possible and the continuing honor of their memory.

Children & Youth: The Children & Youth Committee shall be comprised of a chairman, a vice chairman, and one committee member who shall serve as the Liaison to The Child Welfare Foundation and may be a Past National President, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Children & Youth Committee is to work collaboratively with The American Legion to promote programs that protect, care for, and support children and youth, especially those of our military and veterans.

Americanism: The Americanism Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Americanism program is to promote patriotism and responsible citizenship.

National Security: The National Security Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the National Security Committee is to promote a strong national defense.

Membership: The Membership Committee shall be comprised of a chairman, a vice chairman, and two (2) members, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Membership Committee is to promote the benefits

of membership and to promote retaining and recruiting a diverse, active membership to carry out the American Legion Auxiliary mission and programs.

Constitution & Bylaws: Constitution & Bylaws: The Constitution & Bylaws Committee shall be comprised of a chairman, vice chairman, and three (3) members all of whom shall serve a one-year term.

The purpose of the Constitution & Bylaws Committee is to inform members about having proper governing documents at all levels.

Finance: The National Finance Committee shall be comprised of five (5) members serving staggered five-year terms, at least one (1) of whom shall be a Past National President. One (1) member shall be appointed each year by the National President to serve a five-year term and may serve a maximum of two (2) five-year terms consecutively. No appointee having served two (2) or more terms on the committee shall be eligible for reappointment. The chairman shall be appointed annually and serve as one (1) of the five (5) members. The National Secretary and National Treasurer shall be additional members of said committee with voice, but without vote.

The National Finance Committee shall meet quarterly at the call of the National President. Special meetings shall be held at the request of three (3) of the five (5) committee members. The National Vice President, National Veterans Affairs & Rehabilitation Chairman, and National Children & Youth Chairman may attend as guests for the purpose of observing to gain experience about national budgeting and finances.

The purpose of the National Finance Committee is to oversee the development and implementation of general national financial policy subject to approval or ratification by the National Executive Committee, and to provide oversight of budgeted funds in the budget and report any significant variance to the National Executive Committee.

Risk & Compliance: The Risk & Compliance Committee shall be comprised of a chairman and two (2) members, each serving staggered three-year terms, one of whom shall be appointed each year by the National President; and two (2) liaison members, one (1) of whom shall be recommended each year by the National Finance Committee and one (1) of whom shall be a member of the American Legion Auxiliary Foundation Board of Directors recommended each year by the American Legion Auxiliary Foundation to the National President for appointment. An additional member

independent of the organization may be selected by the Risk & Compliance Committee from applicants with demonstrated experience in nonprofit risk and compliance, to serve not more than two (2) consecutive three year terms with voice but without vote. The National President shall appoint the chairman from among those ALA members who are not liaison members.

The Risk & Compliance Committee responsibilities with regard to the ALA and ALA Foundation are to:

1. review the integrity of financial statements and financial disclosures;
2. ensure compliance with legal and regulatory requirements;
3. engage the independent auditor and review and approve the annual financial audit and IRS Form 990;
4. oversee the organization's internal controls and risk management procedures;
5. meet periodically with respective management and auditors to gain an understanding of the potential significant risks and exposures facing the organization; and propose needed internal controls to reduce risks.

National Committees – Mission Outreach

Education: The Education Committee shall be comprised of a chairman serving a one-year term, a vice chairman and one (1) member serving staggered two-year terms, one of whom shall be appointed each year to a two-year term; plus, a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Education Committee is to promote quality education for children—especially for military children—and adults.

American Legion Auxiliary Girls Nation: The ALA Girls Nation Committee shall be comprised of a chairman, a vice chairman, and three (3) members, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the ALA Girls Nation Committee is to promote and provide an outstanding government-in-action learning program for high school girls who have completed their junior year. The committee attends and actively participates in the execution of the week-long education program. Committee members need to be capable of meeting the physical and social demands of a week supervising high school girls.

Junior Activities: The Junior Activities Committee shall be comprised of a chairman and a vice chairman, and two (2) members, plus a representative

from each National Division, all of whom shall serve a one-year term.

The purpose of the Junior Activities Committee is to inspire active participation in members aged 17 (seventeen) and under so they become engaging, productive members who will want to continue their American Legion Auxiliary membership into adulthood.

Legislative: The Legislative Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Legislative Committee is to provide information and assistance to American Legion Auxiliary members to advocate for the legislative agenda of The American Legion.

Poppy: The Poppy Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Poppy Committee is to educate ALA membership and the public on the significance of the poppy and the program's financial benefit for veterans, military, and their families.

Community Service: The Community Service Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Community Service Committee is to promote the American Legion Auxiliary's commitment to making our communities better places to live by supporting local service projects.

National Committees – Member/Organizational Support

Auxiliary Emergency Fund: The Auxiliary Emergency Fund (AEF) Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The Auxiliary Emergency Fund provides grants to American Legion Auxiliary members who qualify for specific types of emergency assistance as listed in the Auxiliary Emergency Fund Policy. A three (3) member review and processing committee shall consist of the Director of Finance, the Director of Development, and a staff member of The American Legion Children & Youth Commission.

The purpose of the AEF Committee is to raise funds for and promote knowledge about the Auxiliary Emergency Fund.

Leadership: The Leadership Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Leadership Committee is to better equip members to serve in leadership positions with confidence and skill.

Public Relations: The Public Relations Committee shall be comprised of a chairman and a vice chairman, plus a representative from each National Division, all of whom shall serve a one-year term.

The purpose of the Public Relations Committee is to establish and maintain a positive public image of the organization by encouraging ALA members to be visible in their communities through branding and informing the public about the mission of the organization.

Special Purpose Committees

Advisory: The National President may appoint an Advisory Committee of three (3) to five (5) members subject to ratification by the National Executive Committee.

Long Range Strategic Planning: The National President must appoint a Long-Range Strategic Planning Committee subject to ratification by the National Executive Committee.

The National Long Range Strategic Planning Committee shall be comprised of five (5) members serving staggered five-year terms. One (1) member shall be appointed each year by the National President to serve a five-year term and may serve a maximum of two (2) five-year terms consecutively. No appointee having served two (2) terms on the committee shall be eligible for reappointment. The chairman shall be appointed annually and serve as one (1) of the five (5) members. The Executive Director and a Past National President serving on the National Finance Committee shall be additional members of said committee with voice, but without vote.

The National Long Range Strategic Planning Committee shall meet no less than quarterly at the call of National President. The National Vice President, National Veterans Affairs & Rehabilitation Chairman, and National Children & Youth Chairman may attend as guests for the purpose of observing to gain knowledge of planning strategically for the organization's future.

The purpose of the National Long Range Strategic Planning Committee is to assist the National Executive Committee with the responsibilities for the organization's mission, vision and strategic direction.

Long Range Strategic Planning Committee shall:

- Develop an effective strategic planning process, and three-to-five-year strategic plan with measurable goals and time targets.
- Provide oversight of the implementation of the adopted strategic plan.
- Monitor the organization's performance against key performance indicators established in the adopted strategic plan.
- Make recommendations for adjustments to the adopted strategic plan based on progress of the plan, ALA resources, and current trends in the veteran community and nonprofit sector.
- Provide status reports to the NEC at each regular meeting.

Ethical Conduct: The National President must appoint an Ethical Conduct Committee. The committee shall be composed of six (6) members, each serving staggered three year terms, no member serving more than two consecutive terms. The National President shall annually appoint a chairman from among the committee members who have served at least one (1) year. Committee members will be selected from applicants with demonstrated experience in risk assessment, conducting investigations, and must be independent from the NEC. To maintain independence, members may not serve on other national committees and will not attend national meetings unless required to report.

The purposes of the Ethical Conduct Committee are (1) to review allegations of Code of Ethical Conduct violations by all national officers, national committee members and members of the NEC, regardless of voting rights, in a timely manner ensuring fundamental fairness, and make recommendations to the NEC, and (2) to review allegations of the American Legion Auxiliary (ALA) Foundation's Code of Ethical Conduct violations by Directors of the ALA Foundation in a timely manner ensuring fundamental fairness, and make recommendations to the Board of Directors of the ALA Foundation.

7. Committees shall promote their programs in conjunction with corresponding American Legion commissions and committees. In- person committee meetings shall be approved in advance in the national budget.

VIII. NATIONAL CHAIRMEN

1. National Chairmen shall not accept invitations to visit other Departments other than their own without permission of the National President.

2. When a National Chairman is authorized by the National President to officially represent the National Organization at a meeting or event, a written report must be submitted to the National President.
3. National Chairmen are required to maintain records of their activities during their administrative year and share their records with their successors and the appropriate National Headquarters staff.

IX. SUBSIDIARY ORGANIZATIONS

NATIONAL SUBSIDIARY ORGANIZATIONS

1. As required by United States trademark laws and the American Legion Auxiliary National Bylaws, all national subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the national governing bodies of the American Legion Auxiliary.

Subsidiary organizations are subordinate to the National Organization and shall comply with the following rules that ensure the constant and continuous control of the trademarks and trade names of the National Organization.

The five (5) Rules of a Subsidiary Organization are:

Rule 1: All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary National Executive Committee.

Rule 2: All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the National Executive Committee.

Rule 3: The subsidiary corporation must report to the National Headquarters, and reports must include financial reports submitted no less frequently than monthly.

Rule 4: The American Legion Auxiliary National Treasurer must be a signatory on all accounts of the subsidiary.

Rule 5: The American Legion Auxiliary National Executive Committee shall approve the establishment of all subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution and bylaws, and must approve all amendments thereto.

2. Subsidiary organizations of the American Legion Auxiliary may not have national dues that are higher than the national dues of the American

Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.

3. The following organization(s) is/are subsidiary(ies) of the American Legion Auxiliary:

American Legion Auxiliary Foundation

The American Legion Auxiliary Foundation (ALA Foundation) was established in 2007 as a 501(c)(3) charitable public benefit corporation to raise funds to benefit and assist the American Legion Auxiliary in carrying out the educational, charitable and other exempt purposes of the Auxiliary.

The American Legion Auxiliary Foundation, classified in a different category of tax-exempt organizations by the Internal Revenue Service than that of the National Organization, has its own tax-exempt determination (ruling) from the IRS. The Foundation shall comply with all legal and regulatory filings as required. Members of the Foundation's audit committee may be the same as those serving on the ALA National Risk & Compliance Committee. A representative from the Foundation board of directors shall participate in meetings of the national Auxiliary Risk & Compliance Committee.

The American Legion Auxiliary Foundation shall elect directors and officers as provided in the American Legion Auxiliary Foundation Bylaws as approved by the National Executive Committee. The American Legion Auxiliary Foundation directors and officers shall be confirmed by the National Executive Committee before they assume office.

The American Legion Auxiliary Foundation shall abide by any memorandum for the record by and between the American Legion Auxiliary and the American Legion Auxiliary Foundation, as approved by Counsel General and the American Legion Auxiliary's external audit firm.

DEPARTMENT SUBSIDIARY ORGANIZATIONS

1. As required by United States trademark laws and the American Legion Auxiliary National Bylaws, all Department subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the Department governing bodies of the American Legion Auxiliary.

Subsidiary organizations are subordinate to the Department and shall comply with the following rules that ensure the constant and continuous control of the trademarks and trade names of the American Legion Auxiliary.

The five (5) Rules of a Subsidiary Organization to a Department are:

1. All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Department Executive Committee.
 2. All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Department Executive Committee.
 3. The subsidiary corporation of the Department must report to the Department Executive Committee, and reports must include financial reports submitted no less frequently than monthly.
 4. The American Legion Auxiliary Department Treasurer must be a signatory on all accounts of the subsidiary.
 5. The American Legion Auxiliary Department Executive Committee shall approve the establishment of all Department subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution and bylaws, and must approve all amendments thereto.
2. Subsidiary organizations of the American Legion Auxiliary Departments may not have dues that are higher than the Department dues of the American Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.
 3. An incorporated ALA Girls State program is a subsidiary organization of the Department and is wholly accountable to the Department.
 4. The National Organization shall annually budget for and convene an ALA Girls State Directors Conference.

UNIT SUBSIDIARY ORGANIZATIONS

1. As required by United States trademark laws and the American Legion Auxiliary National Bylaws, all Unit subsidiary organizations of the American Legion Auxiliary shall be subject to regulation by action of the Unit governing bodies of the American Legion Auxiliary.

Subsidiary organizations are subordinate to the Unit and shall comply with the following rules that ensure the constant and continuous control of the trademarks and trade names of the American Legion Auxiliary.

The five (5) Rules of a Subsidiary Organization to a Unit are:

Rule 1: All officers, directors, trustees, etc., must be confirmed by the American Legion Auxiliary Unit's governing board or governing body.

Rule 2: All vacancies in the subsidiary corporation must be filled in the same manner as provided in the organization's bylaws and confirmed by the Unit's governing board or governing body.

Rule 3: The subsidiary corporation of the Unit must report to the Unit, and reports must include financial reports submitted no less frequently than monthly.

Rule 4: The American Legion Auxiliary Unit Treasurer must be a signatory on all accounts of the subsidiary.

Rule 5: The American Legion Auxiliary Unit shall approve the establishment of all Unit subsidiary organizations and must approve the subsidiary's articles of incorporation, constitution and bylaws, and must approve all amendments thereto.

2. Subsidiary organizations of the American Legion Auxiliary may not have dues that are higher than the Unit dues of the American Legion Auxiliary. Subsidiary organizations shall provide all required reports and financial statements as directed by the American Legion Auxiliary.

X. DEPARTMENTS

1. Departments shall not charge for materials received free of charge from National Headquarters.
2. A Department may discipline a Unit for failure to discipline a member.
3. It shall be the responsibility of the Department Executive Committee as directors of the Department organization to determine all questions affecting the election, conduct, and capacity of the Department's officers, directors, and Department Executive Committee members. Such matters shall be determined according to fundamental fairness, which includes notice and an opportunity to be heard.
4. A Legion Department has no authority to regulate an Auxiliary Department and vice versa.
5. A Department has the authority to establish Department policies for endorsement of candidates for National offices. National Headquarters does not oversee the manner in which Divisions select candidates for

National Division Vice President.

6. Names and addresses of all elected Department Officers and the Department Secretary, whether elected or appointed, must be provided to National Headquarters no later than thirty (30) days after Department Convention.
7. Names and complete contact information of all Department Chairmen must be entered into the American Legion Auxiliary Management Information System by the Department no later than the date established by National Headquarters.
8. National Executive Committee members shall notify their Departments of all resolutions and amendments to the American Legion Auxiliary National governing documents adopted at National Executive Committee meetings and National Convention.

XI. UNITS

1. Units have the authority to establish annual Unit dues. Annual dues collected by the Unit shall include Department and National dues. Units shall remit Department and National dues according to the policies adopted by the National Executive Committee.
2. No person may, at any time, be a member of more than one Unit.
3. A new member joining the American Legion Auxiliary prior to the annual National Convention must pay full current annual dues to be eligible for full membership rights, privileges, and benefits.

A new member joining after the National Convention may be given by the Unit full membership rights, privileges, and benefits from the date the dues are received through December 31 of the following year.

4. A member who is not subject to suspension or membership revocation under the principle of fundamental fairness which includes notice and an opportunity to be heard is eligible to transfer membership to another Unit if the member has paid membership dues to the current Unit for either the current year or immediate past membership year. A member transferring to a new Unit must have paid current year dues to either the current Unit or to the Unit into which the member wishes to transfer.

A unit may initiate the eligibility verification process for a transfer member. Transfer is final upon evidence of paid membership, and acceptance of the

transferee by the new Unit. Transfer is final upon verification of eligibility, evidence of paid membership, and acceptance of the transferee by the new Unit.

Evidence of paid membership includes:

1. American Legion Auxiliary Membership Card; or
2. Verification of membership by ALA Department or National Headquarters membership records; or
3. Other documentation verifying payment of current or immediate past year membership dues such as a canceled check or receipt.

A member whose dues are paid up-to-date and who is not subject to suspension or membership revocation under the principle of fundamental fairness which includes notice and an opportunity to be heard shall be considered in good standing and the member shall be entitled to full membership rights, privileges, and benefits in the new Unit.

5. Membership may be established by certification from the post adjutant or other post officer or from the unit secretary or other unit officer. Eligibility through the service of a living veteran may be established by presentation of a current The American Legion card. Membership eligibility through the service of a deceased veteran may be established by presentation of the deceased veteran's proof of military service. Joining online requires an affidavit of eligibility; the Unit may request a copy of the veteran's proof of military service.
6. A valid American Legion Auxiliary Membership Card shall reflect the member's current pertinent membership information and may either be:
 - a) A preprinted Auxiliary membership card conveyed by a Unit, Department or National Headquarters.
 - b) An Auxiliary membership card electronically or digitally printed from the American Legion Auxiliary website online membership system; an official American Legion Auxiliary membership card printed online must bear the electronic signature of the American Legion Auxiliary National Secretary and be handsigned by the member. An American Legion Auxiliary membership card electronically printed online as described carries all of the American Legion Auxiliary rights and privileges the same as does a pre-printed stock Auxiliary membership card as described in the standing rules.

An American Legion Auxiliary membership card electronically printed online as described above in subsection 9(c) carries all of the American Legion Auxiliary rights and privileges the same as does a pre-printed stock Auxiliary membership card as described above in subsections 9 (a) and 9 (b).

7. A Legion Post has no authority to regulate a Unit and vice versa.
8. The National Organization may provide blanket insurance coverage for Unit members handling Unit funds in amounts as recommended by the national Risk & Compliance Committee and as approved by the National Treasurer. Participating Departments will be billed for Unit coverage by the National Organization.
9. When a charter has been canceled, the charter and all Unit records and funds shall be immediately forwarded to Department Headquarters which has no obligation to assume any of the Unit's debt or other obligations.

XII. UNIT CHARTERS

Unit Charters

1. A properly executed Unit charter application shall include typewritten names of at least ten (10) new or current Senior members and be accompanied by the per capita dues for each member, plus the Unit Charter fee. Application for Unit charters shall be signed by the Department President and the Commander and Adjutant of The American Legion Post to which the Unit is attached.
2. Unit charter fees should be in proportion to the current charter fee as established by National Headquarters. There shall be no charter fee for a Department Headquarters Unit.

XIII. DUES AND ASSESSMENTS

1. The National per capita dues shall be eighteen dollars (\$18.00) per annum for Senior members beginning in Fiscal Year (FY) 2024. National Junior member dues remain at two dollars and fifty cents (\$2.50) per annum. The per capita dues for Senior members shall include a complimentary subscription to the American Legion Auxiliary national magazine. Each Department shall remit the national per capita dues promptly to the National Treasurer at least monthly.

2. As provided in the National Bylaws, modification to the National per capita dues for Senior and Junior members shall require a two-thirds vote in the affirmative by the National Convention delegates.
3. Dues shall be payable annually for the succeeding calendar year or may be paid for life via a Paid Up for Life (PUFL) membership.
4. There are four membership categories:
 - a. Current: Any member paid for the current or upcoming membership year. A member whose dues are current have all membership privileges.
 - b. Delinquent: A member failing to pay annual dues by January 31 of the current membership year. Delinquent members are suspended from membership privileges. Membership privileges can be reinstated upon renewal of membership.
 - c. Expired: Any member who fails to renew their membership for 2 consecutive years. Expired members may become a current member by renewal of current membership dues. Payment of back dues may be paid in order to keep continuous years of membership.
 - d. Former: Any member who fails to renew their membership for 3 or more consecutive years. Former members may rejoin at any time in the future by:
 1. re-establishing eligibility and completing a new application. Payment of back dues may be paid to keep continuous years of membership; or
 2. A former member may pay all back dues to establish continuous membership if they are unable to re-establish eligibility. Member applications and member reinstatements may also require Unit action if a Unit's governing documents so state.
5. The National Executive Committee by a two-thirds vote in the affirmative, may levy a per capita assessment.
6. The first dues renewal shall be mailed between September 1st and September 15. In order to allow Departments adequate time to process end of year dues payments, the second dues renewal notice shall be postmarked no later than February 1.

XIV. JUNIOR MEMBERS

1. Any Junior member elected to serve as an honorary Junior officer must be paying dues as a Junior member for the membership year in which she is installed.
2. Honorary National Junior offices carry courtesy titles bestowed by the

American Legion Auxiliary, and the positions are solely honorary, courtesy positions; without formal or official recognition and duties; and shall not include traveling as a representative of the national American Legion Auxiliary or conducting fundraising for Junior election campaigns or related activities.

3. Honorary National Junior officers may be elected to serve during the ensuing administrative year. Should there be no candidates for an office, the office will remain vacant.

**NATIONAL POLICIES
OF THE
AMERICAN LEGION AUXILIARY**

American Legion Auxiliary

NATIONAL POLICY

Agreements

Reviewed by: National Risk & Compliance Committee Reviewed On: 11-16-2025

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to enter into agreements with external entities. This policy outlines the conditions of an agreement and the corresponding ALA committees that retain the authority to recommend, adopt and execute different types of agreements. This policy applies to any and all agreements entered into by the American Legion Auxiliary and the American Legion Auxiliary Foundation.

Policy:

The ALA defines an “agreement” as any formalized collaboration between the American Legion Auxiliary (ALA) or the American Legion Auxiliary Foundation and an external entity on a specific project or program by executing contracts, MOAs and MOUs.

Contract: A written contract is a legally binding document, enforceable in court, that captures an agreement between one or more external entities/ parties that outline the terms and conditions of the agreement in a written document. Contracts often involve the exchange of goods or services for money. Contracts include cost-saving multi-year contracts.

Cost-saving multi-year contract: is a legal agreement to buy goods or services over multiple years at a discounted price. Multi-year contracts can help reduce costs and provide stability for businesses

Memorandums of Agreement (MOA): MOA goes beyond general terms and documents specific terms and conditions of an understanding or agreement between two or more parties. This document may include signatures to demonstrate acceptance of the terms and can be legally binding under certain conditions. May include financial obligations (annual cap amount)

Memorandums of Understanding (MOU): a non-binding agreement between two or more parties that outlines their intentions, general terms and mutual goals and shared objectives. A commitment to work together in good faith. MOUs will not include financial commitments. Includes Letters of Intent (LOI). No financial obligations.

Policy

1. All Agreements executed by the ALA will contain the following sections:

Introductory Section: Identifies the parties involved, the date of the agreement, and the purpose of the document.

Description of Services/Goods: Details of the specific products or services being provided by each party.

Signature Section: Space for authorized representatives of each party to sign and date the agreement.

Termination for Cause: Immediate termination of the agreement when a party's actions or inactions cause the contract to become non-compliant.

Termination for convenience: 30-day notice by either party allowing for the termination of the agreement without cause.

Dispute Resolution Clause: Must include a clear method for resolving disputes, such as mediation or arbitration, a designated process for initiating dispute resolution, the applicable governing law, the location where disputes will be resolved, and a statement on whether the parties will attempt to resolve disputes through good faith negotiations before escalating to formal dispute resolution mechanisms. All agreements will be reviewed by legal counsel prior to board (NEC) presentation.

2. Contracts and MOAs will contain the following additional sections:

Definitions Section: Clarifies the meaning of key terms used throughout the agreement.

Payment Terms: Specifies the payment amount, schedule, and methods.

Delivery/Performance Schedule: Outlines timelines for completing tasks or delivering goods.

Warranties and Disclaimers: Defines any guarantees or limitations of liability related to the services or products.

Confidentiality Clause: Protects sensitive information shared between parties.

Governing Law and Jurisdiction: Indicates which laws will apply to the agreement and where disputes will be heard.

LPA/DPA: Contracts involving utilization of member data will also be accompanied by a List Protection Agreement or Data Protection Agreement

3. Contracts

Budgeted

- The ALA National Executive Committee will annually adopt a fiscal year budget. Contracts that correspond to expenses contained within the board adopted budget will be executed by the National Headquarters Executive Director.
- Deputy Executive Director shall have the authority to execute vendor contracts on behalf of the American Legion Auxiliary provided the

- expense has been captured in the board adopted current fiscal year budget and the contracted amount is no greater than \$50,000.
- The Executive Director shall have the authority to execute cost-saving, multi-year contracts that extend beyond the budget year provided that the contract term is no more than (3) three years and the contracted amount is not greater than \$150,000.
 - Cost-saving multi-year contracts with terms greater than three years and/or when the contracted amount is greater than \$150,000 will be submitted to the Finance Committee for approval prior to execution by the National Headquarters.
 - The Executive Director shall ensure that a copy of all the executive agreements is retained at National Headquarters and that the Finance Committee is informed of the executed contract, including final dollar amount.

Unbudgeted

- The National Finance Committee retains the authority to review all contracts containing unbudgeted expenses.
- The National Finance Committee retains the authority to release money from board designated reserve funds to cover the unbudgeted expense(s) expressed in the contract.
- If the unbudgeted expense does not meet the criteria of any board designated fund, the National Finance Committee will report to the board and request the funds via an amendment to the adopted fiscal year budget.
- The Executive Director, with oversight by the National Secretary, shall ensure that all contracts bear legal and authenticated original signatures.
- The Executive Director shall ensure that a copy of all executed contracts is retained at National Headquarters.

4. Memorandums of Agreement (MOA)

Budgeted

- The National Risk & Compliance Committee retains the authority to review all MOAs prior to execution, to assess and identify any risk and liability to the ALA/ALAF
- The National Finance Committee will receive a copy of the MOA prior to execution to ensure it aligns with the current fiscal year budget.
- The ALA National Executive Committee will annually adopt a fiscal year budget. MOAs that correspond to expenses contained within the adopted board budget will be executed by the National Headquarters and Executive Director.
- The Executive Director shall have authority to execute MOAs on behalf of the American Legion Auxiliary for goods and services within the adopted American Legion Auxiliary National Headquarters current fiscal year budget.
- The Executive Director shall have the authority to execute multi-year MOAs that extend beyond the budget year provided that the term is no more than (3) three years and the annual contracted amount is not greater than \$150,000.
- Cost-saving multi-year MOAs with terms greater than three years and/or when the contracted amount is greater than \$150,000 will be

submitted to the Finance Committee for approval prior to execution by the National Headquarters.

- The Executive Director shall ensure that a copy of all executed agreements is retained at National Headquarters.

Unbudgeted

- The National Risk & Compliance Committee retains the authority to review all MOAs prior to execution, to assess and identify any risk and liability to the ALA/ALAF.
- The National Finance Committee retains the authority to review all unbudgeted MOAs prior to execution, to assess financial impact on the ALA/ALAF.
- The National Finance Committee retains the authority to release money from the appropriate reserve fund to cover the unbudgeted expenses expressed in the MOA.
- If the unbudgeted expense does not meet the criteria of any board designated fund, the National Finance Committee will report to the NEC and request the funds via an amendment to the adopted fiscal year budget.
- The Executive Director, with oversight by the National Secretary, shall ensure that all MOAs bear legal and authenticated original signatures.
- The Executive Director shall ensure that a copy of all executed MOAs is retained at National Headquarters and that the Finance Committee is informed of the contract executed, including final dollar amount.

Memorandums of Understanding

- The National Risk & Compliance Committee retains the authority to review all MOUs, prior to execution, to assess and identify any risk and liability to the ALA/ALAF.
- The ALA National Executive Committee retains authority to adopt all MOUs.
- After an MOU is adopted by the NEC, the Executive Director and Deputy Executive Director shall retain authority to sign MOUs.
- The Executive Director shall ensure that a copy of the fully executed MOU is retained at national headquarters.

Date Revised	Description of Revision	Approved by
04-21-2025	Formerly "Contract and Signature Authority" revamped and renamed to encompass all types of agreements	Finance Committee
08-22-2025	Approved by Finance Committee	Finance Committee
08-23-2025	Adopted by NEC	NEC
11-16-2025	Fixed minor grammatical errors	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Audit and Tax Filing

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, that an independent external audit of the consolidated financial statements of the American Legion Auxiliary and American Legion Auxiliary Foundation shall be completed annually, and that all required federal, state, and local tax filings are prepared accurately and filed in a timely manner.

Policy:

1. An independent external auditing firm approved by the American Legion Auxiliary National Risk & Compliance Committee shall be engaged to conduct an annual audit of the consolidated financial statements for the American Legion Auxiliary and the American Legion Auxiliary Foundation.
2. The American Legion Auxiliary National Risk & Compliance Committee shall provide the consolidated financial statements for the American Legion Auxiliary and the American Legion Auxiliary Foundation to the American Legion Auxiliary National Executive Committee (NEC) in the American Legion Auxiliary National Risk & Compliance Committee's annual report to the NEC.
3. The American Legion Auxiliary National Risk & Compliance Committee shall oversee and approve the required reports to the Internal Revenue Service (IRS Form 990 plus any and all federally required forms and reports) along with all required state and local annual tax filings. These reports shall be prepared by the external auditing firm and filed by American Legion Auxiliary National Headquarters accurately and in a timely manner.

Date Revised	Description of Revision	Approved by
02-01-2020	Used IRS 501(c)(19) description; removed references to "National Headquarters" because this is a national organization policy	Audit Committee
09-01-2021	AC changed to Risk & Compliance	National Conv.
08-07-2024	R&C removed item 2- remove step to present audit to Finance Committee	R&C
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Auxiliary Emergency Fund (AEF) Grants

Reviewed by: National Finance Committee

Reviewed On: 11/26/2026

Approving Body: National Executive Committee

Date Approved: 02/28/2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide hardship and emergency assistance to eligible members of the American Legion Auxiliary who have endured a significant financial setback as the result of devastating damage to their primary residence or personal financial crisis. Assistance will only be provided to members who can provide documentation to support the financial need.

Policy:

1. This fund was established by the 1969 bequest from the estate of Auxiliary member Helen Colby Small, which funds combined with donations to the AEF fund shall be used solely for AEF grants
2. AEF Hardship Assistance: AEF grants provide hardship assistance to eligible ALA members during a time of personal financial crisis because of a loss of employment, loss of spouse resulting in loss of household income, caretaking of a dependent/parent, a medical condition or accident resulting in loss of work or income, or a situation that the review committee determines eligible for consideration (for example, domestic violence, homelessness). Assistance will not be granted to pay for medical and dental expenses/devices, insurance deductibles/policies, taxes, loans outside of a mortgage unless the home secures the loan as collateral, cellular/internet/TV services, vehicle/home maintenance, or credit card debt.
3. AEF Disaster Assistance: AEF funds may be used to provide emergency assistance to eligible Auxiliary members whose primary residence has been devastated by disaster, including flood, hurricane, tornado, earthquake, fire, or other catastrophic events. Applications in the category of "other catastrophic events" need the consensus of the AEF Grant Review Committee to be considered. Reimbursable expenses will be considered for essential emergency expenditures up to three weeks after incident/disaster. Assistance will not be granted for damages to a secondary or seasonal residence. The applicant's primary address will be identified by primary residence in the ALA membership database or state issued identification.
4. A three (3) member review and processing committee, the AEF Grant Review Committee, shall consist of the Director of Finance, the Director

of Development, and a staff member of The American Legion Children & Youth Division. The ALA Executive Director or a designated Director retains the authority to assign temporary replacements for committee members during times of extended absence.

5. NHQ will send quarterly reports on grants awarded to National AEF Committee.
6. Eligible Auxiliary members include those members who have maintained ALA membership annually, by 12/31 of the membership year, for three (3) consecutive years (the current year and the immediate past two years). Junior members are not eligible for AEF grant assistance.
7. No more than one grant, regardless of the amount received, will be awarded to a grantee in a 12-month period. The 12-month period will be based on the date of the most recent grant award distributed.
8. Grants will be awarded up to \$3,000 effective October 1, 2023.
9. The application transmission process and information required for granting assistance shall be determined by the AEF Grant Review Committee.

Date Revised	Description of Revision	Approved by
08-23-2023	Policy formalized	
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Business Credit Card

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide compensated officers and certain American Legion Auxiliary National Headquarters (ALA NHQ) staff with a business credit card as an efficient and alternative means of payment for approved expenses, to improve managerial reporting related to purchases, and to improve efficiency and reduce costs of payable processing.

Policy:

1. ALA NHQ business credit cards shall be used solely for Auxiliary business in accordance with established purchasing and travel policies and within the confines of the National Headquarters budget approved by the National Executive Committee.
2. ALA NHQ business credit cards shall be issued to the National President, National Vice President, Executive Director, and Director of Finance. The Executive Director may authorize the issuance of business credit cards to certain ALA NHQ employees.
3. The National Treasurer is responsible for reviewing the monthly expense statements of the National President, National Vice President, and Executive Director.
4. The Executive Director is responsible for reviewing the monthly expense statements and setting limits on ALA NHQ staff-issued credit cards.
5. ALA NHQ business credit cards shall be surrendered immediately to the Executive Director or Director of Finance upon the expiration of the compensated officer's term, upon the termination of employment, or at other times as may be required.
6. Cash advances on ALA NHQ business credit cards are strictly prohibited.
7. Unauthorized use of ALA NHQ business credit cards by anyone other than the cardholder is prohibited.
8. Cardholders issued an ALA NHQ business credit card shall be responsible for safeguarding the business credit card and the card's account number, maintaining appropriate documentation of business transactions, and reconciling the statement on a monthly basis.

9. A National Officer may designate an ALA NHQ staff member to reconcile their business credit card statement.
10. Cardholders who fail to adhere to the ALA business credit card policy and procedures may be subject to disciplinary action as outlined in the ALA Business Credit Card Agreement.
11. Cardholders shall be financially responsible for costs from abuse causing late charges and/or over limit charges.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – consistent presentation of ALA policy not National Headquarters; remove “personnel” and add “staff”	Finance Committee
02-21-2020	Policy Item 2 – removed National Secretary and National Treasurer; add Executive Director and Director of Finance	Finance Committee
02-21-2020	Add new policy in position as Item 3 – ED responsible for reviewing and setting limits for cards issued	Finance Committee
02-21-2020	Item 4 – remove “shall be”; add “are strictly” prohibited	Finance Committee
02-21-2020	Item 7 – remove “employee” and reference correct document title	Finance Committee
02-15-2023	Add new policy as Item 3 – NT responsible for reviewing monthly statements of NP, NVP and ED	Finance Committee
02-25-2023	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
11-16-2026	Cleaned up formatting and numbering	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Confidentiality

Reviewed by: National Risk & Compliance Committee Reviewed On: 02-08-2025

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain the confidentiality of sensitive information and to take reasonable steps to protect and secure confidential information that is pertinent to the governance and management of the organization in order to foster a culture for ethical decision making and to protect the organization from harm.

Policy Definitions:

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA.

Volunteers: In this context, Volunteers are defined as national officers, national board members, members of a committee with governing board delegated powers, national chairs and national appointees providing non-compensated services to the ALA.

Policy:

In the course of their duties, employees and volunteers will have access to information that, if disclosed, could harm the organization, its business relationships, or an individual.

1. Employees and volunteers with the American Legion Auxiliary shall maintain the confidentiality of any information concerning legal, sensitive business, and personnel matters.
2. Employees and volunteers shall not disclose information about donors and donations without express permission, nor disclose information concerning personnel, sensitive business matters, and legal matters that may directly or inadvertently become known to the national officers, board members, committee members, volunteers, executives, and staff.
3. Employees and volunteers shall exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information.
4. Before an employee or volunteer can assume the responsibilities of their position, they shall be required to sign the ALA Confidentiality Agreement annually.
5. A pre-requisite for volunteer and staff reimbursement is the submission

of required paperwork to national headquarters. Staff and volunteers without the proper paperwork on file at national headquarters will not receive reimbursement for authorized travel until the required paperwork is received by and on file with national headquarters.

This policy is not intended to prevent disclosure when disclosure is required by law or a court of law.

Date Revised	Description of Revision	Approved by
02-21-2020	ALA National Finance Committee agreed with recommendation to move the oversight to the ALA National Audit Committee	NEC
06-30-2020	ALA National Audit Committee initial review and acceptance to present for adoption	AC
09-02-2021	AC changed to Risk & Compliance Committee	National Conv.
08-07-2024	No recommended changes	R&C
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Conflict of Interest

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501

(c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to protect the American Legion Auxiliary's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of members of the governing board, national officers, national chairs, members of a committee with governing board delegated powers, national appointees, and National Headquarters staff, or that might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Policy Definitions:

Interested Person: An interested person is any member of the governing board, national officer, national chair, member of a committee with governing board delegated powers, national appointee, and National Headquarters staff who has a direct or indirect financial interest, as defined below.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. an ownership or investment interest in any entity with which the ALA has a transaction or arrangement.
- b. a compensation arrangement with the ALA or with any entity or individual with which the ALA has a transaction or arrangement.
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the ALA is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are of a material nature. A financial interest is not necessarily a conflict of interest. Under the American Legion Auxiliary National Conflict of Interest Procedures, a person with a financial interest may have a conflict of interest only if the appropriate governing board or committee so determines.

Policy:

1. Records of Proceedings:

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found

to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

2. Compensation:

A voting member of the governing board who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the ALA for services is precluded from voting on matters pertaining to that member's compensation.

Voting members of the governing board or any committee whose jurisdiction includes compensation matters and who receive compensation, directly or indirectly, from the ALA, either individually or collectively, are not prohibited from providing information to any committee regarding compensation.

3. Annual Statements:

Each interested person can assume the responsibilities of their position when they have signed an annual statement affirming such person:

- a. has received a copy of the Conflict of Interest Policy,
- b. has read and understands the policy,
- c. agrees to comply with the policy, disclose any known conflicts, and
- d. understands that the ALA is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
- e. A pre-requisite for volunteer and staff reimbursement is the submission of required paperwork to national headquarters. Staff and volunteers without the proper paperwork on file at national headquarters will not receive reimbursement for authorized travel until the required paperwork is received by and on file with national headquarters.

4. Periodic Reviews:

To ensure the ALA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.

- b. whether partnerships, joint ventures, and arrangements with management organizations conform to the ALA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.
- c. Parties involved in the periodic review of the above-referenced areas may include, but are not limited to, the National Executive Committee, External Professional Auditing Firm, ALA NHQ Executive Leadership, the National Finance Committee, and the National Risk & Compliance Committee.

5. **Use of External Expertise:**

When conducting the periodic reviews as provided for in Section 4, the ALA may consult or engage persons or businesses with professional expertise. Use of external expertise does not relieve the governing board of its responsibility for ensuring said periodic reviews are conducted.

Date Revised	Description of Revision	Approved by
02-01-2020	IRS 501(c)(19) definition; changed "not insubstantial" to "of a material nature"; "policies" to "policy"; required to be signed before assuming duties of position; add "disclose any known conflict";	R&C
02-22-2020	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
01-26-2026	Clarified reviewing parties	R&C
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Disbursement of Funds

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain check signing and electronic disbursement of funds (ACH/EFT/Transfers) authority parameters as part of its overall system of financial internal controls.

Policy:

1. Checks written manually in the amount of less than \$50,000 shall require a single signature of the National Treasurer, Executive Director, or Director of Finance.
2. Checks generated via the automated accounting system in the amount of less than \$50,000 for approved expenditures shall require the automated, and secured, the signature of the National Treasurer.
3. Electronic disbursement of funds via the automated accounting system for approved expenditures in the amount of less than \$50,000 shall require written approval of the Executive Director or a designated director.
4. Checks written manually in the amount of \$50,000 or more for approved expenditures shall require two manual signatures. One of the signatures must always be that of the National Treasurer, Executive Director, or the Director of Finance. The second signature may be obtained from a designated director, as authorized by the National Treasurer.
5. Checks generated via the automated accounting system in the amount of \$50,000 or more shall require two signatures. One of the signatures will be the automated and secured signature of the National Treasurer. The second signature may be obtained from the Executive Director or a designated director with signing authority, as authorized by the National Treasurer.
6. Electronic disbursement of funds via the automated accounting system for approved disbursements in the amount of more than \$50,000 shall require written approval of the Executive Director and/or the written approval of the designated director.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – include electronic disbursements parameters in financial internal controls	Finance Committee
02-21-2020	Policy - incorporate Executive Director and Director of Finance and parameters of signatures	Finance Committee

02-21-2020	Incorporate financial controls for electronic disbursements, thresholds and level of approvals	Finance Committee
02-25-2023	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Electronic Communications, Internet, and Social Media Policy

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to have requirements and standards in place for communication conveyed electronically under the auspices of American Legion Auxiliary, including via the Internet and social media, that protect the name and trademarks of the American Legion Auxiliary and the reputation of the organization at all levels – national, department, intermediate body, unit, subsidiary, and member.

The American Legion Auxiliary encourages and promotes participation in electronic communications, social media, and Internet representation of the ALA in an ethical manner that increases awareness about the American Legion Auxiliary and that positively represents the American Legion Auxiliary brand and The American Legion Family brand.

The purpose of this policy is to provide guidance to protect the members, entities, name, emblem, and trademarks of the American Legion Auxiliary. To this purpose, this policy a) specifies the permissions, and administrative rights required for using the name and trademarks of the American Legion Auxiliary on electronic communications, websites, and social media accounts, blogs, and other emerging forms of electronic communications; and b) defines the parameters, monitoring, sanctions, and expectations for using electronic means of communications, including websites and social media, to enhance mission outreach and the reputation of the organization at all levels through appropriate use of message content and delivery. References to social media accounts in this policy include, but are not limited to, Facebook, X, YouTube, Instagram, Pinterest, and LinkedIn.

Policy compliance shall be in accordance with applicable patent, trademark, and copyright laws. The policies herein apply to all levels of the organization, from the national level to individual members.

Policy

Permissions:

1. In accordance with the provisions contained within this policy, an entity chartered by the ALA already has permission to use the name, emblem, and trademarks of the American Legion Auxiliary and may use the name, emblem, trademarks to establish a presence on the Internet, in social media, and other electronic communication, including but not limited to

websites, Internet-based tools, accounts, Facebook pages and groups, X accounts, and mobile device applications.

2. Departments, department-authorized intermediate bodies, and units have approval to use the name American Legion Auxiliary, the emblem, and ALA trademarks on electronic-based communications by and from the department, department-authorized intermediate body, and unit. Therefore, in accordance with this policy, approval to use the name, emblem and trademarks of the ALA is deemed granted to departments and units as chartered entities of the ALA and to department-authorized intermediate bodies and subsidiaries, and no additional approval from the National organization is required.

Administrative Rights:

1. All national-level Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must have shared administrative rights with ALA National Headquarters. Such national accounts include those established and administered by national officers, National Executive Committee members, national governing board members, national subsidiaries, national chairs, and national committee members.
2. All Internet-based accounts, social media accounts, websites, and electronic blogs that utilize the name and/or trademarks of the American Legion Auxiliary must obey the Terms of Service of any social media platform employed.

Content:

1. Websites, electronic communications, Internet-based accounts, electronic blogs, and social media accounts must clearly, accurately, and completely identify the ALA entity represented (e.g., the American Legion Auxiliary department, intermediate body, unit, subsidiary, program).
2. Information posted or conveyed electronically via Internet-based accounts must be relevant to the ALA entity and its programs and must safeguard the integrity of the ALA and the privacy of individuals in keeping with all applicable federal, state, and local laws and regulations.
3. Content considered relevant under this policy includes proper and suitable postings about members, ALA meetings, ALA mission-related programming events and fundraising activities, and events or fundraisers that benefit the American Legion Auxiliary.
4. Content communicated via Internet-based accounts, social media, websites, and electronic blogs cannot divulge private information about an individual, including a person's contact information or medical information without express permission. Posting private information about others can be a criminal offense.
5. Any ALA entity representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs must respect and abide by all relevant laws, including

copyright and defamation laws. An ALA entity representative or individual is personally responsible for any content so published, regardless of whether or not the message was posted under the intention of anonymity.

6. Any ALA entity representative or individual communicating about ALA-related matters via Internet-based accounts, social media, websites, and electronic blogs is responsible for understanding that, once published, content is immediately public and considered permanently available to others; an entity representative or individual may be held responsible for any consequences thereof.
7. The promotion or conducting of charity gaming via social media, websites, and electronic blogs is prohibited in many states; state laws prevail, and individuals posting information representing the ALA are responsible for knowing and abiding by all applicable charity gaming laws and government regulations.
8. ALA Internet-based accounts, websites, electronic communications, blogs, and social media cannot be used to convey information in support of political parties, political candidates, or sectarian viewpoints; the American Legion Auxiliary is a non-partisan and non-sectarian organization.
9. Administrators of ALA websites, electronic communications, Internet-based accounts, blogs and social media accounts are forbidden from using ALA accounts to promote personal projects, goals or interests outside of ALA programs and business.

Monitoring:

1. The ALA will publish within the American Legion Auxiliary Branding Guide appropriate protocols for establishing American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations, and industry best practices.
2. The ALA will reasonably monitor electronic communications that represent the ALA for threatening or dangerous content, and the electronic media account administrator reserves the authority to remove postings that violate laws, regulations, or ALA policy.
3. The ALA will maintain appropriate records of utilization in accordance with applicable laws, government regulations, and industry best practices.

Sanctions:

Any electronic, Internet-based, website or social media presence using the name, emblem, or trademarks of American Legion Auxiliary that fails to comply with this policy is prohibited. Any cost for enforcement of laws or judgments relative to this policy shall be sought from the offending entity or individual representative.

Guidelines:

1. The American Legion Auxiliary National organization will publish and

maintain current guidelines within the *American Legion Auxiliary Branding Guide* that include appropriate protocols regarding establishing and conducting American Legion Auxiliary social media and Web presence in keeping with applicable laws, government regulations, and industry best practices. (www.legion-aux.org/Member/Guides/Branding-Guide)

2. ALA electronic media guidelines will address appropriate participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary, both personally as well as when one is acting in an official capacity on behalf of the ALA.
3. Guidelines will reflect and promote the importance of the ALA's role and opportunities in social media and Internet communities for conveying the organization's identity and the organization's mission and relevance – to serve veterans, military, and their families.
4. Guidelines will reflect the importance of ALA members and entities joining in conversations that take place online about the American Legion Auxiliary, and entities and members have an ethical responsibility to ensure such online conversations accurately represent the ALA and share the positive spirit of the ALA and Legion Family brand so the American Legion Auxiliary can fulfill its mission for future generations.
5. The *American Legion Auxiliary Branding Guide* will include details regarding usage of the American Legion Auxiliary emblem, name, and trademarks, and written and design elements reflecting same.
6. The *American Legion Auxiliary Branding Guide* will be maintained for free download to members at the ALA national website. (www.legion-aux.org/Member/Guides/Branding-Guide)

Addendum:

Policy Background and Rationale:

With an ever-increasing move from traditional media to electronic platforms, many organizations and individuals are turning to social media for word-of-mouth communication and marketing because of its ease of use and instantaneous results. Because of the tremendous growth in Internet-based communication media, countless conversations take place online daily about The American Legion Auxiliary (ALA). We want and encourage our organization's members and entities to join those conversations, accurately representing our organization and sharing the positive spirit of our brand so that the American Legion Auxiliary is here to fulfill our mission for future generations.

This electronic media policy is intended to guide your participation in electronic communications, social media, and Internet representation of the American Legion Auxiliary, both personally as well as when you are acting in an official capacity on behalf of the ALA. This policy was developed collaboratively with representatives of The American Legion and Counsel General. The purpose of this policy is simply to protect the organization as well as the individuals who are using electronic media to increase awareness about the value of the ALA.

In keeping with a strategic plan, it is critical we always remember who we are

and that what we do – serve veterans, the military, and their families – can be enhanced greatly by sharing why we matter through responsible engagement in social media and Internet communities.

To grow and strengthen our entire organization, the ALA needs to take advantage of the fact that more people are communicating via websites and social media, and we want the ALA's electronic presence to be positive and up to the highest standards. It is important we develop and maintain a cohesive, true and proper American Legion Auxiliary image. This policy is about caring for our brand and our reputation; it is for everyone's protection – individual members as well as the organization.

If you have any questions about this policy, please contact the ALA National Headquarters Communications Division at (317) 569-45

Date Revised	Description of Revision	Approved by
02-01-2020	IRS 501(c)(19) description; "Policies" to "Policy"; deleted reference to "women's" organization and refined description of organization; added to medical information "without express permission" deleted reference to the 19-20 particular strategic plan; changed "fun" to "positive"; updated address	AC
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
01-26-2026	Removed numbers 1 and 4 under "Administrative Rights", these cannot be managed or monitored by National	R&C
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Employee and Volunteer Background Checks

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide protection of the American Legion Auxiliary's interest, its assets, reputation, and the communities served by conducting background checks of the employees and volunteers that serve in leadership and administrative roles and have direct access to vulnerable populations. This policy is intended to supplement but not replace any applicable state and federal laws.

Policy Definitions:

Employee: In this context, Employee is defined as any individual who is a prospect for a national officer candidacy of National Vice President/National President, a prospect for employment, an employee considered for a promotion to a management position, and/or others employed that will receive or receives compensation, either full or part time, from the ALA.

Volunteers: In this context, Volunteers are defined as national officers, not defined above, and volunteers who have direct repetitive contact with children participating in our programs and/or vulnerable populations in the communities that we serve.

Policy:

While employed by or serving as a representative of the American Legion Auxiliary (ALA), employees and volunteers may have access to organizational assets and/or interact with vulnerable populations. Accordingly, background checks are required prior to the commencement of duties or service.

All background checks will be conducted in a fair, consistent, and non-discriminatory manner and in compliance with applicable federal and state laws and regulations, including the Fair Credit Reporting Act and Equal Employment Opportunity Commission guidelines. Background checks will be conducted at the start of employment or volunteer service and thereafter at regular intervals, as determined by the individual's role, responsibilities, and term of service, for the following:

1. Prospective employees or candidates considered for promotion into management positions with the ALA will have the required background check conducted prior to employment or prior to the assumption of responsibilities.
2. ALA National Headquarters Management charged with the responsibility of the organization's assets will have a background check conducted/ renewed every two years on (or about) the anniversary of their employment.

3. Volunteers with the ALA will have a background check conducted/ renewed every two years prior to commencement of their service term when serving in the following roles:
 - a. a leadership and/or administrative role charged with oversight of the organization's assets, or (Finance Committee, Risk & Compliance Committee)
 - b. the volunteer service requires regular and repetitive contact with a constituent of a vulnerable population. (ALA Jr. Activities, ALA GN and NVCAF)
4. It is a priority of the ALA for the safety of the members, employees, volunteers, and the communities served that certain actions and convictions for certain crimes serve to automatically disqualify applicants for employment or volunteer service.
 - a. refusal to consent to a required background check;
 - b. false statements in connection with the background check;
 - c. is registered or required to be registered on a sex offender registry;
 - d. has a conviction of a felony or has been convicted within the past 5 years of a misdemeanor theft, violent crimes, drug-related crimes, sex offenses and serious motor vehicle offenses.

Background check findings shall be reviewed by the HR Director in a fair, impartial and confidential manner. The review of and determination of negative information results that may have a direct impact with the applicant's ability to fulfill the duties with competence and integrity, or that might impact safety, will be evaluated on an individual basis to determine whether a finding should be excluded from consideration.

The ALA will use a third-party agency to conduct the background checks. Information collected by the agency will be determined by the responsibilities of the position and can include past employment, education, finances, and criminal history.

If the results of the background check are negative, the ALA will inform the individual before taking adverse action based on the results, provide a Statement of Consumer Rights from the Federal Trade Commission, offer the individual the opportunity to review a copy of the report, and advise them of their rights to dispute inaccurate information. There will be a granted reasonable time to dispute the information (approximately three to five days).

Date Revised	Description of Revision	Approved by
New	Audit Committee recommendation	NEC
02-27-2021	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
01-26-2026	Clarified background check wording under "Policy" section	R&C
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Endorsement

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2028

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to not endorse products, services, programs or activities of any other organization or to allow any products, services, programs or activities other than member benefit providers to use ALA national trademarks, service marks, name, and intellectual property (a.k.a “Marks”).

Policy Definitions:

Endorsement is defined as the expressed approval or support of a product or service, typically conveyed through advertising. The Federal Trade Commission (FTC) guidelines define endorsement as any advertising message that consumers are likely to believe reflects the opinion, belief, findings, or experience of a party other than the sponsoring advertiser.

An endorsement is an advertising and marketing term regulated by the FTC. The term is specific and not to be confused with support for ALA partnerships, agreements, or collaborations with other organizations aligned with our mission outreach.

ALA national trademarks, service marks, name, and intellectual property (a.k.a “Marks”) are defined as, but not limited to, all emblems, logos, symbols and artwork that are in any way manifestations of the ALA organization or indicators of the organizational entity. The Marks are the corporate property of the American Legion, entrusted to the National Secretary and Executive Director for safeguarding. In those circumstances when an ALA “Mark” is used by a member benefit provider, a communication shall be made to the Executive Director, and Director of Finance to manage risk and adherence with financial reporting.

ALA national trademarks, service marks, name, and other intellectual property (collectively, the “Marks”) include, but are not limited to, all emblems, logos, symbols, designs, and artwork that represent or identify the ALA organization.

The Marks are the corporate property of The American Legion and are entrusted to the National Secretary for oversight and Executive Director for protection, and stewardship. The National Secretary’s role is limited to corporate oversight of the Marks and does not require direct involvement in routine operational processing or approval decisions.

ALA National Headquarters staff are responsible for the day-to-day administration of the Marks, including the processing, approval, denial, documentation, and monitoring of all requests for use in accordance with established policies and procedures.

When an ALA Mark is used in connection with a member benefit provider or any commercial or revenue-related arrangement, written notice shall be provided to the Executive Director and Director of Finance to ensure appropriate risk management, contractual compliance, and financial reporting oversight.

Date Revised	Description of Revision	Approved by
02-21-2020	Reviewed by Finance	Finance Committee
08-29-2020	Adopted by NEC	NEC
11-07-2022	Reviewed by Finance	Finance Committee
02-25-2023	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
11-16-2025	Clarify NS's role in oversight of Marks	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Ethical Conduct Review Policy

Reviewed by: National Risk & Compliance Committee Reviewed On: 02-08-2025

Approving Body: National Executive Committee Date Approved: 09-01-2022

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to investigate allegations of violations by national leadership of the Code of Ethical Conduct in a timely manner ensuring fundamental fairness.

Policy:

All national leadership (national officers, Past National Presidents, National Executive Committee members from all departments, and national committee appointees) are expected to uphold and follow the governing documents of the ALA: the National Constitution, Bylaws, and Standing Rules as well as all national policies and procedures. Conduct that is a violation of its governing documents or detrimental to the best interests of the organization may be referred to the Ethical Conduct Committee for review. The Code of Ethical Conduct lists considerations for possible Code violations. Following are examples of types of violations:

1. Violating bylaws, standing rules, or other policies or procedures including but not limited to the Conflict of Interest Policy or Whistleblower Protection Policy; violations of federal, state, or local laws that result in a conviction; or conduct that presents potential liability risk, reputational risk, or hinders the mission of the ALA National Organization;
2. Falsifying documents; conviction of offenses related to fraud or embezzlement;
3. Repeated pattern of violations.

Receiving and Evaluating a Complaint

1. The written complaint will be forwarded to the Ethical Conduct Committee or to the ALA National President if it involves a member of the Committee.
2. The Committee Chair or President will promptly acknowledge receipt of the complaint and forward it to a Complaint Review Subcommittee. The Subcommittee shall consist of not less than three members of the Ethical Conduct Committee, its composition to be determined by the Ethical Conduct Committee itself based on member availability, geographic location of the complaint, and any conflicts of interest.
3. The members of the Complaint Review Subcommittee will select a chair/ point of contact to lead the review of the complaint. The Subcommittee

will evaluate the complaint and make a determination within 14 days of receipt of the complaint as to whether the allegation, if true, would be a violation of the Code of Ethical Conduct. That determination may require additional contact with the complainant.

4. During this initial evaluation, the Subcommittee must also decide:
 - a. whether any conflict of interest exists or if the allegation requires an investigation by law enforcement or subject matter expert such as an attorney or external auditor;
 - b. whether to recommend that the NEC implement an immediate leave of absence from national committees and/or national activities pending outcome of an investigation for any suspected violation which would be considered worthy of a recommendation to the member's Unit for expulsion from membership. If a leave of absence from national committees and/or national activities is recommended, the Ethical Conduct Committee may also recommend that the NEC issue recommendations to the respective Department and Unit to suspend the member from activities. Department or Unit bylaws would need to have a provision for suspending a member.
5. If the violation as alleged would not constitute a violation of the Code of Ethical Conduct, then the complaint will be logged and the complainant will be sent a notification letter that no further action will be taken. The Committee will issue a summary report of complaints quarterly to the Risk & Compliance Committee.
6. If the violation as alleged would constitute a violation of the Code of Ethical Conduct, the Risk & Compliance Committee will be immediately notified and notice of the complaint will be sent via certified mail to the alleged violator who will be given two weeks from the date of receipt to respond.
7. If the alleged violator takes responsibility for the alleged violation, the Complaint Review Subcommittee may proceed to Step 12.

Investigation Process

8. If the allegation requires additional investigation, that investigation will commence. The investigation should be conducted with as much due speed as possible while allowing for proper investigation, with a report submitted to the Ethical Conduct Committee within 60 days if possible. Resignation from membership does not prevent the investigation from proceeding if in the best interest of the organization.
9. The Subcommittee shall then begin to collect all preliminary evidence:
 - a. Witness contact information
 - b. Examples of relevant physical evidence (if available and authorized by any party involved)
 - i. Photographs or video footage

- ii. Medical records
 - iii. Financial records
 - iv. Police reports
 - v. Incident reports
 - vi. Court documents
 - c. Witness Statements – identify whether the witness is a complainant’s witness, alleged violator’s witness or neutral/independent.
- i. Witnesses will be contacted by phone, then email, then in writing by tracked mail but not requiring a signature. Failure of witnesses to provide statements within two weeks of initial contact may prevent progress in an investigation.
 - ii. The Subcommittee will be considerate of time differences when conducting interviews virtually.
 - iii. The first preference is a recorded Zoom (video) conference or phone call with the permission of the witness. If not, notes will be taken.
 - iv. Group interviews should not be conducted.
 - v. Witness statements may be challenged based upon the available evidence.
10. Requesting additional information from the alleged violator:
- a. The Complaint Review Subcommittee reserves the right to request an interview.
 - b. Participation in the investigation is voluntary; however, failure to cooperate fully and truthfully may be its own violation of the Code of Ethical Conduct.
 - c. The alleged violator will be allowed to submit written evidence or provide witness contact information to the Complaint Review Subcommittee.
11. Authentication – where evidence is being supplied by a party involved in the investigation, that evidence must be authenticated by time stamp, etc. Attempts at obtaining physical evidence should be initiated by the Complaint Review Subcommittee Chair/point of contact and should be fully documented if available.
12. Once all evidence and statements have been gathered, a member of the Complaint Review Subcommittee shall then be responsible for drafting a report documenting their findings, which shall then be reviewed by the whole Complaint Review Subcommittee prior to becoming final.

Review and Recommendation Process

- 1. The Ethical Conduct Committee will review the report of the Complaint Review Subcommittee and will determine and make written

recommendations to the NEC via the National President within 14 days of receipt of the report.

2. Findings and recommended response levels will be based on an assessment of all relevant factors. Depending on the severity of the conduct violation, the Ethical Conduct Committee may, in its discretion, skip steps in its recommended response levels. Egregious violations may warrant a recommendation of immediate termination of service on the NEC or national committee. The Ethical Conduct Committee will propose recommendations to the NEC, which may include but are not limited to the following examples:
 - a. Verbal counseling (documented for tracking purposes)
 - b. Written or verbal apology
 - c. Written or verbal censure from the NEC
 - d. Probation with corrective terms that encourage restorative justice, for example, additional training
 - e. Suspension from participation in or exercising voting rights on national committees and/or national activities for a defined period of time in compliance with applicable state laws
 - f. Termination of NEC membership, national appointment, and/or national elected position as applicable. Once terminated for cause from the NEC, the member is ineligible to hold future positions of national leadership
 - g. Recommendation to Unit for expulsion/termination of membership*
- *The Committee may recommend to the NEC that Options “f” and “g” be implemented simultaneously.
3. Upon receipt of the report of the Ethical Conduct Committee, the National President will call a special meeting of the NEC to be held within two weeks in executive session to vote on the recommendations of the committee. A majority vote is required for adopting options “a” through “d”; a two-thirds vote is required to adopt options “e” through “g”.
4. The National Secretary shall notify the complainant, the alleged violator, the Risk & Compliance Committee, and the Ethical Conduct Committee of the determination of the NEC, as well as make any notifications of recommendations to the Department or Unit.

Date Revised	Description of Revision	Approved by
Est 08-02-2022	Policy drafted by Code of Ethical Conduct Review Special Committee	CECRSC
08-28-2022	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Executive Director Hiring and Evaluation

Reviewed by: Executive Committee to the NEC Reviewed On: 03-01-2025

Approving Body: National Executive Committee Date Approved: 08-14-2025

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to outline guidelines for the hiring, and performance evaluation of the Executive Director by American Legion Auxiliary volunteers and staff. These guidelines ensure that there is a defined, consistent, and broad assessment of the Executive Director's performance.

Definitions

National Executive Committee: The National Executive Committee (NEC) serves as the governing body of the organization with fiduciary, policy, and strategic responsibility for the organization between National Conventions.

Executive Committee of the NEC:

The purpose of the Executive Committee is:

- to review, research and make recommendations to the NEC on matters requiring NEC action; and
- to address and act on time sensitive matters subject to ratification by the NEC.
- to evaluate the Executive Director regularly and when necessary to hire, discipline or terminate by a majority vote of the Executive Committee of the NEC.

Policy

The Executive Committee to the National Executive Committee (NEC) is the defined committee in the Bylaws with the authority to hire, terminate, and evaluate the Executive Director's performance and to take necessary action to maintain this position's accountability to the NEC.

The **hiring process** will follow these guidelines:

1. The National President will appoint a subcommittee of the Executive Committee to the NEC of a minimum of 3 individuals, one who will be the National Vice President, to coordinate with the HR Director to review position requirements, screen initial applicants, select candidates for interviews, and to review reference and background checks.
2. The final 3-4 top-rated candidates will have in-person interviews with senior staff and the Executive Committee Subcommittee. Recommendations for the top 2 rated candidates will then be interviewed by the entire Executive Committee to the NEC who will make the final selection.

3. The HR Director will communicate with the finalist candidate and coordinate any negotiations points with the National Vice President.
4. To ensure financial impacts are evaluated the compensation information will be shared with the Finance Committee.

The **evaluation process** will follow these guidelines.

1. The Executive Committee to the NEC created an assessment process to gain feedback pertaining to the performance of the Executive Director. A job description developed and adopted by the Executive Committee to the NEC will be used to support, strengthen, and further clarify the roles and responsibilities of this position.
2. A questionnaire is sent to various participants and included various volunteers, staff, and external partners from the American Legion. There are 9 categories to measure the Executive Director's performance and the effectiveness of the organization. This includes vision, mission and strategies; accomplishment of management objectives; effectiveness in fundraising and resource development; fiscal management; operations management; the executive director/NEC partnership; the NEC/staff relationship; and external liaison and public image.
3. Evaluation will be conducted at a minimum annually.
4. The questionnaire will be distributed in June, evaluation data reported to Executive Committee to the NEC in July; and by August 1 the National President and National Vice President will communicate Executive Committee evaluation to Executive Director in an in-person meeting.
5. Two styles of questionnaires approved by the Executive Committee to the NEC will be used: one for volunteers and one for staff responses.
6. Simultaneously to questionnaire distribution to volunteers and staff, the Executive Director will be given the opportunity to complete a self-evaluation questionnaire.
7. The HR Director will serve as a resource but will not be involved in processing and reporting.
8. An outside HR firm will be engaged to manage and provide reports of the process.
9. The National Vice President will be the point of contact for the outside HR firm to coordinate the evaluation process.
10. Participants in the reviewing process will be:
 - All staff
 - All members of the Executive Committee to the NEC
 - National VA&R Chair
 - National Children & Youth Chair
 - National Finance Chair
 - National Risk and Compliance Chair
 - One random NEC from each of five Divisions (selected by the HR Firm)

11. All recipients' identities and their responses will be confidential and not revealed except anonymously.
12. Responses will not be edited or reviewed in advance by anyone before being presented to the Executive Committee to the NEC by the HR firm. All information from survey participants will be included in the final presentation to the Executive Committee to the NEC.
13. The Executive Committee to the NEC will take one of the following actions:
 - Stipulate salary increase.
 - Stipulate no salary increase.
 - Determine a specific performance plan, review period and actions needed.
 - Terminate employment.
14. To ensure financial impacts are evaluated the compensation information will be shared with the Finance Committee.
15. The National President will give a summary performance evaluation report on the Executive Director and any action of the Executive Committee to the NEC in executive session.

Date Revised	Description of Revision	Approved by
3-01-2025	Reviewed by EC to NEC	Executive Committee to the NEC
8-14-2025	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Generally Accepted Accounting Principles (GAAP) in The United States of America

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide contributors, creditors, management and other users of its financial statements with accurate, comparable, informative, and timely financial data. The ALA manages its records, maintains its books (bookkeeping), and prepares its financial statements in accordance with the accounting profession's published best practices and in compliance with accounting principles generally accepted in the United States of America (U.S.GAAP). (FASB Accounting Standards-<https://asc.fasb.org>) (AICPA Professional Standards-<https://www.aicpa.org/resources/article/aicpa-code-of-professional-standards>).

Policy:

The American Legion Auxiliary National Headquarters shall manage its records, maintain its books (bookkeeping), and prepare its financial statements in accordance with the accounting profession's published best practices and in compliance with accounting principles generally accepted in the United States of America (U.S.GAAP). (FASB Accounting Standards-<https://asc.fasb.org>) (AICPA Professional Standards-<https://www.aicpa.org/resources/article/aicpa-code-of-professional-standards>).

The National Headquarters fiscal year shall be October 1 through September 30.

Date Revised	Description of Revision	Approved by
02-01-2020	Used IRS 501(c)(19) definition	R&C
09-01-2021	AC renamed Risk & Compliance	National Convention
07-11-2022	Adopt official fiscal year	R&C
08-27-2022	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
01-26-2026	Added references for accounting best practices	R&C
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Investment Policy

General Fund

National Presidents' Scholarship Endowment Fund

Spirit of Youth Fund

Helen Colby Small Fund (AEF)

Paid Up For Life Fund

Reviewed by: National Finance Committee

Reviewed On: 11-26-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Time Horizon:	Greater than 10 years
Modeled Return:	7.5% (4.5% over the CPI of 3%)
Modeled Loss (or Lowest 1 Year Gain):	-20%
Rebalancing Trigger:	Asset Target Allocation is +/- 5%

Asset Class and Style Allocation			Target Allocation
2%	Cash and Equivalents:		2%
55%	Equities		
	Domestic Large-Cap Equity:		
		Core	16%
		Growth	7%
		Value	7%
	Domestic Small/Mid-Cap Equity:		
		Growth	5%
		Value	6%
	International Equity:		
		Core, Emerging	14%
28%	Fixed Income:		
		Core, Absolute, Foreign	28%
15%	Alternative Investments:		
		Hedge Fund, Real Estate, Timber/ Other	15%

Purpose:

The purpose of this Investment Policy Statement (IPS) is to assist the national organization of the American Legion Auxiliary (ALA) and Valeo Financial Advisors, LLC (Advisor) in effectively supervising, monitoring and evaluating the investment of the ALA's Portfolio (Portfolio). The Portfolio consists of five separate investment pools: the General Fund, Helen Colby Small Fund (AEF), Spirit of Youth Fund, the National Presidents' Scholarship Endowment Fund, and the Paid Up For Life Fund (PUFL). The ALA's investment program is defined in the various sections of the IPS by:

- Stating in a written document the ALA's attitudes, expectations, objectives and guidelines for the investment of all assets.
- Setting forth an investment structure for managing the ALA's Portfolio. This structure includes various asset classes, investment management styles, asset allocation and acceptable ranges that, in total, are expected to produce an appropriate level of overall diversification and total investment return over the investment time horizon.
- Encouraging effective communications between the ALA and the Advisor.
- Establishing formal criteria to select, monitor, evaluate and compare the performance of money managers on a regular basis.
- Complying with all applicable fiduciary, prudence and due diligence requirements, experienced investment professionals would utilize, and with all applicable laws, rules and regulations from various local, state, federal and international political entities that may impact the ALA's assets.

Background:

This IPS has been prepared for the American Legion Auxiliary (ALA) nationally headquartered in Indianapolis, Indiana. The following description provides a summary of background information for each of the separate pools.

The General Fund: The purpose of the General fund pool of assets is to provide long term financial reserves to assure the longevity of the American Legion Auxiliary. Annually the General Fund is expected to have substantial deposits and withdrawals resulting from the timing of expected revenues and expenses.

National Presidents' Scholarship Endowment Fund: The purpose of the National Presidents' Scholarship Endowment Fund pool of assets is to generate and maximize funds available for the national scholarships awarded from this fund over the long term. Annually the National Presidents' Scholarship Endowment Fund is expected to have deposits of donor permanently endowed contributions and withdrawals representing granting of awarded scholarships as outlined in the National Presidents' Scholarship Endowment Fund Spending Policy (please see Appendix B).

Spirit of Youth Fund: The purpose of the Spirit of Youth Fund pool of assets is to generate and maximize funds available for college scholarships nationally awarded to Junior Auxiliary Members by the American Legion Auxiliary.

Helen Colby Small Fund (AEF): The purpose of the Helen Colby Small Fund (AEF) pool of assets is to provide long term financial reserves to supplement

the national granting of Auxiliary Emergency funds by the American Legion Auxiliary.

Paid Up For Life Fund (PUFL): The purpose of the Paid Up For Life Fund pool of assets is to generate and maximize funds available for Paid Up For Life distributions. Annually the Paid Up For Life Fund is expected to have deposits of lifetime membership dues and withdrawals representing allocable distributions of Paid Up For Life member dues to American Legion Auxiliary Departments, Units, and the National Organization. Additionally, the Paid Up For Life Fund is expected to pay out an administrative fee to the American Legion Auxiliary for National Headquarters' administration of the Paid Up For Life Trust activity.

Statement of Objectives:

This IPS describes the prudent investment process the Advisor deems appropriate for the ALA's situation. The ALA desires to maximize returns within prudent levels of risk and to meet the following stated financial goals:

Objectives to all pools:

- Outpace inflation over time.
- Invest in a diversified portfolio utilizing cash, fixed income and equity investments.
- Maximize total returns in line with the stated risk tolerance
- Allow for the portfolio to make budgeted periodic distributions, as needed.

General Fund: Provide support for the national general operating budget of the American Legion Auxiliary.

National Presidents' Scholarship Endowment Fund: Provide a sustainable level of income to support the American Legion Auxiliary's national scholarships awarded from this fund while also striving to preserve the real (inflation adjusted) purchasing power of the National Presidents' Scholarship Endowment Fund.

Spirit of Youth: Provide a sustainable level of income to support the American Legion Auxiliary's national college scholarships awarded to Junior Auxiliary Members while also striving to preserve the real (inflation adjusted) purchasing power of the Spirit of Youth Fund.

Helen Colby Small Fund (AEF): Provide a sustainable level of income to supplement the national granting of Auxiliary Emergency Funds by the American Legion Auxiliary while also striving to preserve the real (inflation adjusted) purchasing power of the Helen Colby Small Fund (AEF)

Paid Up For Life (PUFL): Provide a sustainable level of income to support the allocable distribution of lifetime membership dues and administrative fee while also striving to preserve the real (inflation adjusted) purchasing power of the Paid Up For Life Fund.

Spending Policy:

The General Fund, Helen Colby Small Fund (AEF), and Paid Up For Life Fund

do not have established and mandated spending policies other than those mentioned in the Objectives section above.

National Presidents' Scholarship Endowment Fund: The available distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 5% rate to the three year rolling average market value for the period ending the preceding May 31. The calculation shall be done annually (please see Appendix B).

Spirit of Youth: The available distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 15% rate to the three-year rolling average market value for the period ending the preceding May 31. The calculation shall be done annually (please see Appendix C).

Helen Colby Small – AEF Fund: The available distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 5% rate to the five-year rolling average market value for the period ending the preceding May 31. The calculation shall be done annually (please see Appendix D).

Time Horizon: The investment guidelines are based upon an investment horizon of greater than 10 years; therefore interim fluctuations should be viewed with appropriate perspective. Short-term liquidity requirements are anticipated to be minimal.

Risk Tolerances: The ALA recognizes and acknowledges some risk must be assumed in order to achieve long-term investment objectives, and there are uncertainties and complexities associated with contemporary investment markets.

In establishing the risk tolerances for this IPS, the ALA's ability to withstand short and intermediate term variability was considered. The ALA's prospects for the future, current financial condition and several other factors suggest collectively some interim fluctuations in market value and rates of return may be tolerated in order to achieve the longer-term objectives.

Expected Return: In general, the ALA would like the assets to earn at least a targeted return of 4.5% over inflation (Consumer Price Index) over time. It is understood that this level of return will require superior manager performance to: (1) retain principal value; and (2) purchasing power. Furthermore, it is understood that market conditions will cause the expected returns to vary over shorter periods of time.

Asset Class Preferences: The ALA understands long-term investment performance, in large part, is primarily a function of asset class mix. The ALA has reviewed the long-term performance characteristics of the broad asset classes, focusing on balancing the risks and rewards.

History shows while interest-generating investments, such as bond portfolios, have the advantage of relative stability of principal value, they provide little opportunity for real long-term capital growth due to their susceptibility to inflation. On the other hand, equity investments, such as common stocks, clearly have a significantly higher expected return but have the disadvantage

of much greater year-by-year variability of return. From an investment decision-making point of view, this year-by-year variability may be worth accepting, provided the time horizon for the equity portion of the portfolio is sufficiently long (seven years or greater).

The ALA has considered traditional asset classes for inclusion in the target allocation, and has decided not to place any limitations/restrictions on the portfolio. In addition, the portfolio may allocate a portion of the portfolio to less liquid investments which could be defined as “alternative investments”. As always, the committee will take careful consideration to taxes, fees and net performance before implementing any investments strategy.

Rebalancing of Target Allocation: The percentage allocation to each asset class may vary as much as plus or minus 5% depending upon market conditions. When necessary and/or available, cash inflows/outflows will be deployed in a manner consistent with the target asset allocation of the Portfolio on a semi-annual basis.

If the Advisor judges cash flows to be insufficient to bring the Portfolio within the target allocation ranges, the ALA shall decide whether to effect transactions to bring the target allocation within the threshold ranges.

Duties and Responsibilities

Investment Advisor: The ALA has retained an objective, third-party Advisor to assist the ALA in managing the investments. The Advisor will be responsible for guiding the ALA through a disciplined investment process. As a fiduciary to the ALA, the primary responsibilities of the Advisor are:

1. Prepare and maintain this investment policy statement.
2. Provide sufficient asset classes with different and distinct risk/return profiles so the ALA can prudently diversify the Portfolio.
3. Prudently select investment options.
4. Control and account for all investment expenses.
5. Monitor and supervise all service vendors and investment options.
6. Avoid prohibited transactions and conflicts of interest.
7. Provide a periodic summary or “scorecard” of items outlined in Investment Performance Evaluation and Performance Objectives

Investment Managers: As distinguished from the Advisor, who is responsible for managing the investment process, investment managers are responsible for making investment decisions (security selection and price decisions). The specific duties and responsibilities of each investment manager are:

- 1. Mutual Fund:** Security guidelines for mutual funds are determined by the constraints outlined within each mutual fund’s specific prospectus. The ALA recognizes that the use of mutual funds limits their ability to outline specific security guidelines for each mutual fund. Also, the ALA

acknowledges that mutual funds often shift the underlying asset classes and investment styles utilized.

2. Separately Managed Account (SMA): In some instances a separate account manager may be utilized. Any separate account manager that is utilized will be held responsible for adhering to the specific guidelines that are outlined within this investment policy statement. Prior to final approval of any separate account manager, the manager will review and accept the IPS.

3. Alternative Asset Classes: The Committee may elect to invest in non-traditional asset classes. This asset class is meant to further diversify the portfolio to improve relative risk adjusted returns. Asset classes such as Timber, Private Equity, Real Estate, Hedge funds and other classes may be considered. Any investment in these types of investments will be positioned as a minority piece and a 10% cap on any single investment, of the total portfolio and long term in nature.

Custodian: Custodians are responsible for the safekeeping of the Portfolio's assets. The specific duties and responsibilities of the custodian are:

1. Maintain separate accounts by legal registration.
2. Value the holdings.
3. Collect all income and dividends owed to the Portfolio.
4. Settle all transactions (buy-sell orders) initiated by the Investment Manager.
5. Provide monthly reports that detail transactions, cash flows, securities held and their current value, and change in value of each security and the overall portfolio since the previous report.

Investment Manager Selection

Investment Performance Evaluation: The following standards will be used to evaluate the investment managers. Several important comments about these standards are noted below:

- The time period for assessment will generally be rolling five-year periods. Interim or shorter term fluctuations in results will be viewed with the appropriate perspective.
- The ALA understands that at varying points in time, individual investment managers may not generate a performance that achieves all standards concurrently.
- No individual standard will be more important than another. Instead, all standards will be considered in aggregate.
- Evaluation of investment managers will not be limited to the standards set forth below. Organizational stability and adherence to investment style/process will also be key points of consideration. These standards are further outlined in the control procedures of this IPS.

Standard #1 – Market Indices: The Advisor has determined it is in the best interest of the ALA that performance objectives be established for each investment manager. Manager performance will be evaluated in terms of an appropriate market index (e.g. the S&P 500 stock index for large-cap domestic equity manager) and the relevant peer group (e.g. the large-cap growth mutual fund universe for a large-cap growth mutual fund). The performance target for actively managed assets shall be to equal or exceed the total return of the appropriate and relevant benchmark. Passively managed (indexed) assets shall have the performance target to closely replicate the results of the appropriate and relevant benchmark. See Appendix A.

Standard #2 – Risk: For each investment style, the standard deviation of returns (risk) shall be no more than the stated percentage (%) of the index benchmark noted in Standard #1 over a period of at least three (3) years. Managers exceeding the percentage (%) standard will be held to a proportionately greater return expectation. See Appendix A.

Standard #3 – Investment Manager Universe Comparison: A widely recognized national database and their peer group universes shall be utilized, with a performance benchmark for each of the investment managers. See Appendix A.

Control Procedures:

Performance Objectives: The ALA acknowledges fluctuating rates of return characterize the securities markets, particularly during short-term time periods. Recognizing that short-term fluctuations may cause variations in performance, the Advisor intends to evaluate manager performance from a long-term perspective.

The ALA is aware the ongoing review and analysis of the investment managers is just as important as the due diligence implemented during the manager selection process. The performance of the investment managers will be monitored on an ongoing basis and communicated to the ALA. It is at the ALA's discretion to take corrective action by replacing a manager if they deem it appropriate at any time.

On a timely basis, but not less than semi-annually, the Advisor will meet with the ALA to review whether each manager continues to conform to the search criteria outlined in the previous section; specifically:

1. The manager's adherence to the Portfolio's investment guidelines;
2. Material changes in the manager's organization, investment philosophy and/or personnel; and,
3. Any legal, SEC and/or other regulatory agency proceedings affecting the manager.

Appendix A:

Asset Class and Style	Index	Peer Group	Risk	Percentile	Benchmark
				3 years	5 years
Cash and Equivalents:	Ibbotson U.S. Treasury Bills	Money Market Database	N/A	N/A	N/A
Equities					
Domestic Large-Cap Equity:					
	Russell 1000	Large-Cap Blend	120%	Top One-Half	Top One-Third
	Russell 1000 Growth	Large-Cap Growth	120%	Top One-Half	Top One-Third
	Russell 1000 Value	Large-Cap Value	120%	Top One-Half	Top One-Third
Domestic Small/Mid-Cap Equity:					
	Russell 2000	Small-Cap Blend	120%	Top One-Half	Top One-Third
	Russell 2000 Growth	Small-Cap Growth	120%	Top One-Half	Top One-Third
	Russell 2000 Value	Small-Cap Value	120%	Top One-Half	Top One-Third
International Equity:					
	MSCI EAFE Equity	Foreign Large Blend	120%	Top One-Half	Top One-Third
	MSCI EAFE Equity	Foreign Large Growth	120%	Top One-Half	Top One-Third
	MSCI EAFE Equity	Foreign Large Value	120%	Top One-Half	Top One-Third
Fixed Income:					
Core	Barclay's Aggregate Index	Intermediate Term Bond	120%	Top One-Half	Top One-Third
High Yield	Barclay's High Yield	High Yield Bond	120%	Top One-Half	Top One-Third
Foreign Bond	Barclay's Global Bond Ex. U.S.	World Bond	120%	Top One-Half	Top One-Third

Alternative Investments:					
Various	Specific to asset class	N/A		N/A	N/A

Appendix B:

American Legion Auxiliary National Headquarters National Presidents' Scholarship Endowment Fund

Spending Policy

Policy General Information:

1. This policy should be read in conjunction with the American Legion Auxiliary National Headquarters National Presidents' Scholarship Endowment Fund Investment Policy Statement.
2. The American Legion Auxiliary National Headquarters National Presidents' Scholarship Endowment Fund consists of board designated funds set aside by the American Legion Auxiliary National Executive committee and donor-designated funds.

Policy Purpose:

1. In order to provide a sustainable level of income to support the American Legion Auxiliary National Headquarters' National Presidents' Scholarships while also striving to preserve the real (inflation adjusted) purchasing power of the National Presidents' Scholarship Endowment Fund, the American Legion Auxiliary establishes the following spending policy with regard to the National Presidents' Scholarship Endowment Fund.

Policies

1. The available endowment distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 5% rate to the three-year rolling average market value for the period ending the preceding May 31.
2. The available endowment distribution shall be calculated annually.
3. The actual endowment distribution, if any, will be recommended by the National Finance Committee to the National Executive Committee for its approval during the annual budgeting process.
4. Should the National Finance Committee deem it advisable to exceed the 5% limit, the change must be approved by the National Executive Committee separately from item III above.
5. The National Executive Committee and the National Finance Committee believe that the 5% spending policy provides for investment growth in and consistent distributions from the National President's Scholarship Endowment Fund, based on years of research

- and analysis by various endowment and investment professionals.
6. The National Executive Committee and National Finance Committee believe that the Uniform Prudent Management of Institutional Funds Act (UPMIFA) does not require maintenance of purchasing power of the National President's Scholarship Endowment Fund.
 7. This Spending Policy is subject to change upon approval of the National Executive Committee.

Appendix C:

American Legion Auxiliary National Headquarters Spirit of Youth Scholarship Fund

Spending Policy

Policy General Information:

1. This policy should be read in conjunction with the American Legion Auxiliary National Headquarters Spirit of Youth Fund Statement of Objectives.
2. The American Legion Auxiliary National Headquarters Spirit of Youth Scholarship Fund:
 - a. consists of board designated funds set aside by the American Legion Auxiliary National Executive committee and donor-designated funds.

Policy Purpose:

1. In order to provide a sustainable level of income to support the American Legion Auxiliary National Headquarters' Spirit of Youth Scholarships while also striving to preserve the real (inflation adjusted) purchasing power of the Spirit of Youth Scholarship Fund, the American Legion Auxiliary establishes the following spending policy with regard to the Spirit of Youth Scholarship Fund.

Policies

1. The available **fund** distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 15% rate to the three-year rolling average market value for the period ending the preceding May 31.
2. The available **fund** distribution shall be calculated annually.
3. The actual **fund** distribution, if any, will be recommended by the National Finance Committee to the National Executive Committee for its approval during the annual budgeting process.
4. Should the National Finance Committee deem it advisable to exceed the 15% limit, the change must be approved by the National Executive Committee separately from item III above.

5. The National Executive Committee and the National Finance Committee believe that the 15% spending policy provides for investment growth and annual contributions received in and consistent distributions from the Spirit of Youth Scholarship Fund, based on years of research and analysis by various investment professionals.
6. This Spending Policy is subject to change upon approval of the National Executive Committee.

Appendix D:

American Legion Auxiliary National Headquarters Helen Colby Small Fund (AEF)

Spending Policy

Policy General Information:

1. This policy should be read in conjunction with the American Legion Auxiliary National Headquarters Helen Colby Small Fund (AEF)
2. Statement of Objectives.
3. The American Legion Auxiliary National Headquarters Helen Colby Small Fund (AEF)
 - a. consists of both funds received from donors, and earnings on those funds to support members that meet the requirements for Disaster or Financial Hardship grants.

Policy Purpose:

1. In order to provide a sustainable level of income to support the American Legion Auxiliary National Headquarters' AEF grants while also striving to preserve the real (inflation adjusted) purchasing power of the Helen Colby Small Fund (AEF) the American Legion Auxiliary establishes the following spending policy with regard to the Helen Colby Small Fund (AEF).

Policies

1. The available fund distribution for each fiscal year beginning October 1 shall be limited to an amount determined by applying a 5% rate to the five-year rolling average market value for the period ending the preceding May 31.
2. The available fund distribution shall be calculated annually.
3. The actual fund distribution, if any, will be recommended by the National Finance Committee to the National Executive Committee for its approval during the annual budgeting process.
4. Should the National Finance Committee deem it advisable to exceed the 5% limit, the change must be approved by the National Executive

Committee separately from item III above. Donor contributions will be spent prior to spending the investment income on those funds.

- 5. The National Executive Committee and the National Finance Committee believe that the 5% spending policy provides for investment growth and annual contributions received in and consistent distributions from the Helen Colby Small Fund (AEF), based on years of research and analysis by various investment professionals.
- 6. This Spending Policy is subject to change upon approval of the National Executive Committee.

Date Revised	Description of Revision	Approved by
8-22-2025	Add "Helen Colby Small (AEF)" to policy	Finance Committee
8-23-2024	Adopted by NEC	NEC
11-16-2025	Change "Client" to "ALA", added Helen Colby Small-AEF Fund, Added Appendix D	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Member Benefits

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to enhance the value of belonging to the ALA by offering and maintaining member benefits through agreements with companies providing products and services at discounted rates to ALA members.

The purpose of this policy is to define the parameters of a member benefits program and the expectations of member benefit providers.

Policy:

Companies interested in providing member benefits for the members of the ALA shall:

1. Submit an application to the Director of Development specifying the type of member benefit(s) to be offered to members.
2. Submit a statement request or business plan to the Director of Development that addresses: projected royalty schedule; advertising plan; references from other organizations; explanation of customer fulfillment; description(s) and/or sample(s) of the product(s); product manufacturing information including company, location, and primary contacts; and request for the appropriate Marks (trademarks, service marks, name, and intellectual property).
3. Market to ALA membership via ALA national meetings and communication media, including advertisement in ALA national publications and electronic media if the companies' goods and services utilize ALA Marks and from which royalties are anticipated.
4. Sign and abide by a licensing and list protection agreement, executed by the Executive Director in consultation with and reviewed by Counsel General, that provides for the payment of royalties and appropriate national ALA Membership list fees if the companies' goods and services utilize ALA Marks and from which royalties are anticipated.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy – clarification of responsible positions for compliance and management, Removed "National Headquarters" when referencing Development Director, consistency	Finance Committee
11-20-2023	Language clarification	Finance Committee

02-22-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Membership List Protection

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to protect the national American Legion Auxiliary Membership List.

The purpose of this policy is to ensure the integrity of the manner in which the national ALA Membership List may be accessed and used. The national ALA Membership List is the corporate property of the ALA, entrusted to the Executive Director for safeguarding.

Date Revised	Description of Revision	Approved by
02-21-2020	Removed "Policy" section and moved requirements to procedure document	Finance Committee
02-22-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Merchandising and Licensing

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain an effective licensing system utilized by the ALA National Secretary and Executive Director for granting the protected use of the ALA emblem and trademarks in producing licensed merchandise.

The purpose of this policy is to ensure the integrity of the manner in which the ALA national trademarks, service marks, name, and intellectual property (a.k.a. "Marks") are reproduced. The American Legion Auxiliary Marks are the corporate property of the American Legion, entrusted to the ALA National Secretary and Executive Director for safeguarding.

Applications for the use of American Legion Auxiliary Marks shall be reviewed and be approved by the ALA National Secretary and Executive Director.

Companies marketing goods and services utilizing American Legion Auxiliary Marks from which royalties are anticipated, shall sign and abide by a licensing and list protection agreement, executed by the Executive Director, including the payment of royalties and appropriate national ALA Membership list fees.

Date Revised	Description of Revision	Approved by
02-21-2020	Approved recommendation to move listed items under "Policy" to a procedure document	Finance Committee
08-29-2020	Adopted by NEC	NEC
11-20-2023	List Protection Agreement vs a Data Processing Agreement	Finance Committee
02-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

National Events Policy

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide complimentary tickets and registrations during various American Legion Auxiliary events.

Policy:

1. NHQ will work with the National President to determine complimentary registrations and tickets within the approved annual budget.
2. Funds shall be budgeted for anticipated complimentary expenses annually.
3. Past National Presidents attending States Dinner shall receive complimentary tickets.
4. Any authorized volunteer receiving a complimentary ticket and a meal allowance shall have the designated amount for the meal provided deducted from the meal allowance portion of their per diem.
5. Participating staff, as assigned by the Executive Director, shall receive complimentary tickets for events to which they are assigned. A staff member receiving a complimentary ticket shall have the designated amount for the meal provided deducted from the meal allowance portion of their per diem.
6. Registrations for National Officers and National Chairs shall be complimentary for events where the National President or Executive Director request attendance.

A department's National Convention Registration is considered paid when the department has paid for its entire delegation strength, not just the delegates in attendance, but all the delegate seats allotted to the department via the Delegate Strength calculations outlined in Article VI of the National Constitution and/or National Standing Rule II. National Conventions.

Date Revised	Description of Revision	Approved by
02-21-20	Item 6 – remove specific list of events; add “events where the NP and ED request attendance	Finance Committee

11-20-23	Edit item 1, move item 5 up to item 2, add clarification of when departments National Convention Registration is considered paid	Finance Committee
2-22-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
11-16-2025	Clarify wording on complimentary registrations	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

National Headquarters Emergency Action and Disaster Recovery

Reviewed by: National Risk & Compliance Committee Reviewed On: 02-08-2025

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to have a written Emergency Action and a Disaster Recovery Plan (Plan) for National Headquarters. The purpose of these plans is to establish emergency responses to acts of nature and other emergency occurrences that interrupt the vital day-to-day operations of ALA National Headquarters and/or restrict or prohibit access to the normal workplace, in keeping with professional disaster recovery standards and recommendations, including:

- anticipated potential threats to ALA National Headquarter operations and emergency responses thereto
- essential and critical business activities
- safeguarding vital information technology and data (IT)
- orderly and efficient transition from normal to emergency conditions
- specific guidelines appropriate for complex and unpredictable occurrences and acts of nature
- threshold events that may trigger an emergency response or building evacuation

These plans shall be periodically updated to take into account changing circumstances. National Headquarters shall, at least annually, or more frequently as circumstances warrant, a) perform impact analysis in order to understand business processes interdependencies, especially in relation to an information systems outage; b) provide for periodic testing to ensure that the plans can be implemented in emergency situations and that staff understand how it is to be executed; and, c) ensure that all ALA National Headquarters staff are aware of the plans and their own roles within.

Date Revised	Description of Revision	Approved by
02-01-2020	Use IRS 501 (c)(19) definition	AC
02-22-2020	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

National President and National Vice President IT Equipment Policy

Reviewed by: National Finance Committee

Reviewed On: 01-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

New Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide necessary technological equipment to its National President and National Vice President to ensure the effectiveness of the American Legion Auxiliary National Headquarters. It is also the policy of the ALA to provide parameters for the National President's and National Vice President's use of technological equipment to ensure the effectiveness of the American Legion Auxiliary.

Policy:

1. The National Vice President will have a budget of \$3k to purchase equipment necessary to fulfill the responsibilities associated with the positions of National Vice President and National President. The \$3k budget is available to be used throughout the NVP and NP terms to purchase equipment as needed.
2. Equipment purchased using the \$3k equipment budget is expected to last through the NVP and NP terms.
3. As paid employees of the ALA NHQ office, the NVP and NP will use their personal smart phone and personal phone/data plan to conduct ALA business. The NVP and NP will be given an NHQ phone extension to protect their personal number associated with their personal smart phone.
4. As paid employees of the ALA NHQ office, the NVP and NP are eligible to receive the monthly personal phone usage reimbursement. The NP and NVP will receive the top-tier reimbursement dollar amount. NVP and NP will follow the employee process for requesting enrollment in the reimbursement program including, but not limited to, the filing of their most recent monthly cell phone bill. Monthly reimbursements will not be more than the amount of the phone bill filed.
5. National President and National Vice President are responsible for keeping equipment updated and in good working conditions. The NP and NVP will adhere to prudent safety and safeguarding practices to protect phones and tablets from loss, damage, or theft.
6. Any damages incurred to the equipment not deemed fair wear and tear and shall be the responsibility of the NVP and NP.
7. At the end of two terms of service (vice presidency and presidency), the

National President may choose to keep or donate back to ALA NHQ any equipment purchased during her presidential terms.

8. If, for whatever reason, the National Vice President does not become the National President, the IT equipment purchased using the \$3k equipment budget, will be returned to NHQ within 30 days of the National Vice President's last day of service.
9. If the elected National President did not formerly serve as the National Vice President, the National President will have a budget of \$3k to purchase IT equipment necessary to fulfill responsibilities associated with the position of National President.

Date Revised	Description of Revision	Approved by
08-29-2020	Adopted by NEC	NEC
11-20-2023	Significant revisions to allow NVP \$3,000 for IT equipment are needed to complete the two-year NVP and NP duties.	Finance Committee
03-03-2024	Per NEC vote added sections 8 and 9 to clarify language to include that the NVP does automatically ascend from NVP to NP.	Finance Committee
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

National President Foreign Travel

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to outline guidelines for foreign business travel by the American Legion Auxiliary National President. All ALA foreign business travel shall consider the value of proposed travel by weighing the costs and benefits of making the trip to determine the best possible return on investment for the organization as related to established organizational goals.

Policy:

1. Foreign business travel by the ALA National President shall take into account:
 - The number of ALA members in close proximity to the business travel destination(s),
 - Opportunities to meet with members in those foreign locations, and
 - Opportunities to increase awareness of the ALA's mission in those foreign locations.
 - Current international travel warnings issued by the U.S. Department of State and any health issues for countries on the proposed foreign itinerary.
2. The National President may participate in foreign business travel when;
 - Invited by The American Legion which has sole authority over invitations and itineraries for The American Legion Indo-Pacific Tour (formerly Far East) and Europe Tour.
 - In the absence of an invitation from The American Legion, the National President may independently undertake foreign business travel in an official capacity.
 - Foreign business travel by the National President shall be included in the annual budget proposed by the National Finance Committee to the National Executive Committee for consideration. All unbudgeted foreign travel by the National President shall be subject to Finance Committee review. Following Finance Committee approval, the request shall be submitted to the National Executive Committee for consideration and possible adoption of a budget amendment to authorize funding.

3. All expenses related to personal foreign travel by the National President shall be the responsibility of the National President.
4. The National President may elect to bring an Aide on foreign business travel. Detailed information on Aide travel can be found in the ALA National Travel Policy.

Date Revised	Description of Revision	Approved by
02-21-2020	Grammar corrections	Finance Committee
02-27-2021	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
11-16-2025	Clean up formatting, add clarification on unbudgeted foreign travel, clarification on approved meetings for aides to attend	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

National President's Fundraising Focus

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, that the National President chooses from the existing funds of the American Legion Auxiliary or the American Legion Auxiliary Foundation (ALAF) to promote and request donations from the membership during the administrative year. The existing funds are as follows:

1. American Legion Auxiliary
 - a. Auxiliary Emergency Fund (AEF)
 - b. Spirit of Youth Scholarship Fund (SOY)
 - c. National Presidents' Scholarship Fund (NPSF)
2. American Legion Auxiliary Foundation
 - a. ALA Mission Endowment (MEF)
 - b. Veteran Projects Fund (VPF)
 - c. Veterans Creative Arts Festival (VCAF)

Policy:

1. The National President's fundraising focus shall be supportive of the organization's mission and strategic plan.
2. The National President's fundraising focus shall be part of the annual development plan submitted by the Development Director to the Finance Committee during the annual budget planning meeting by the Development Director.
3. Departments shall receive information on the National President's fundraising focus at, or prior to, the president's installation.
4. All monetary gifts received by the National President during their year of service shall be deposited into the appropriate account of the ALA or the ALAF.
5. This policy is separate from the acceptability and reporting of professional and personal gifts to a compensated officer or staff member as defined in the American Legion Auxiliary National Headquarters rules of conduct for personnel.

6. This policy shall follow the policies as defined in the American Legion Auxiliary National Headquarters Donation Acceptance Policy.
7. Dispersing of the funds raised during the administrative year shall be in accordance with the requirements of standard and acceptable nonprofit accounting procedures.
8. Monetary support to external organizations will be in the form of sponsorships and will be included in the fiscal year budget to be adopted by the National Executive Committee.

Date Revised	Description of Revision	Approved by
02/20/2016	Revision	NEC
11/16/2025	Clarify existing funds, emphasis on "fundraising" focus, clarify how money is received and distributed	Finance Committee
02/28/2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Purchasing

Reviewed by: National Finance Committee

Reviewed On: 01-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to implement and follow purchasing practices of the highest ethical standards while achieving acquisitions at the lowest reasonable cost in order to conduct the business of the American Legion Auxiliary (ALA) and advance the mission of the ALA.

Definitions:

Immediate or Urgent Need

Justification for a purchase made in exception to these policies due to circumstances beyond a reasonable person's control or that could not have been foreseen in time to follow standard purchasing policies and procedures.

Sole Source Procurement

Justification for a purchase when there is only one party or firm that can provide the required service or supply.

Trial Basis Equipment

Equipment obtained from vendors and used for demonstration or evaluation purposes.

Policy:

1. Purchases by and on behalf of the ALA must comply with applicable Federal and State statutes and current ALA policies and procedures.
2. The ALA NHQ management shall negotiate and enact fair and reasonable contracts for the procurement of quality goods and services.
3. The purchasing of goods or services that personally benefit the private interest of members of the governing board, national officers, national chairs, members of a committee with governing board delegated powers, national appointees, and National Headquarters staff shall not conflict with the adopted ALA National Conflict of Interest Policy.
4. The purchasing of goods or services for the ALA by any ALA compensated National Officer or ALA NHQ staff from a third party that is an immediate family member of the officer or staff member shall be in strict compliance with the ALA Conflict of Interest Policy.
5. No ALA compensated National Officer or staff member of the ALA NHQ

shall have any personal financial interest(s), directly or indirectly, in any contractor, company, corporation, or organization that furnishes goods and services of any kind to the ALA.

6. Purchases and requests for quotations or proposals shall be transacted, negotiated, or conducted by the Executive Director or their designee.
7. Large contracts with new vendors will require a review of credit worthiness, and references regarding good performance.
8. All contracts under consideration must include standard written quotations, terms and conditions.
9. The Executive Director or ALA NHQ designee may, at their discretion, utilize formal or informal bid solicitations in the course of procurement.
10. All contracts shall be reviewed and approved by the Executive Director prior to execution, and in accordance with the ALA National Contract Approval and Signature Authority Policy.
11. The Executive Director has discretion to waive competitive bidding requirements in certain situations, including but not limited to, as defined as, Immediate, Urgent Need, or Sole Source Procurement.
12. All moving, handling, transportation and applicable installation costs as defined as Trial Basis Equipment shall be the sole responsibility of the vendor.
13. No ALA National Officer or ALA NHQ staff member shall accept any gift, token, membership, gratuity or service valued at \$50 or more from a vendor of the ALA. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by a National Officer shall be reported to the ALA National Risk & Compliance Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.

Date Revised	Description of Revision	Approved by
02-21-2020	Consistent use of IRS nonprofit definition;	Finance Committee
02-21-2020	Replaced "National Secretary" with "Executive Director" throughout	Finance Committee
02-21-2020	#2, added "management"	Finance Committee
02-21-2020	#3 Removed "The purchasing of goods or services that personally benefit any ALA compensated national officer or ALA NHQ staff shall be strictly prohibited."	Finance Committee
02-21-2020	#4 Removed "The purchasing of goods or services for the ALA NHQ by any ALA compensated national officers or ALA MHQ staff from a third party that is an immediate family member of the officer or staff member shall be strictly prohibited."	Finance Committee
02-21-2020	#6 Removed "by the ALA NHQ's Authorized Purchasing Agent (APA), ALA National Secretary, ALA National Treasurer, or ALA NHQ Director, or his/her designee" and replaced with "Executive Director or their designee."	Finance Committee

02-21-2020	#8 Removed "ALA NHQ's APA, ALA National Secretary, ALA National Treasurer, or ALA NHQ director" and replaced with "Executive Director or ALA NHQ designee."	Finance Committee
02-21-2020	#9 Removed "finalization and signing" and replaced with "prior to execution"	Finance Committee
02-21-2020	#10 Removed "ALA National Secretary, National Treasurer, or ALA NHQ's APA" and replaced with "Executive Director"	Finance Committee
02-21-2020	#11 Removed "trial, loan, or demonstration equipment" and replaced with "as defined as Trial Basis Equipment"	Finance Committee
02-21-2020	#12 Removed "ALA NHQ staff or ALA compensated national officer" and replaced with "ALA national officer or ALA NHQ staff member"; line # 2 replaced "\$25" with "\$50"; replaced "ALA NHQ" with "ALA."; removed "shall be reported to any member of the ALA National Audit Committee as outlined in the American Legion Auxiliary National Whistleblower policy and procedures." inserted "by a National Officer shall be reported to the ALA National Audit Committee Chairman. Suspicions of conflicts of interest or the inappropriate acceptance of gratuities or gifts or breach behavior that might compromise the buyer-vendor relationship by an ALA NHQ staff member shall be reported to the Director of Human Resources.	Finance Committee
	Finance Committee	NEC
08/29/2020	Adopted by NEC	NEC
09-01-2021	AC changed to Risk & Compliance Committee	Natl Conv
02-25-2023	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Prepaid Expenses

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to account for prepaid expenses in a consistent and rational manner in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Policy:

1. Any prepaid expense (i.e. ALA Girls Nation program expenses, convention page ribbons, National President's scrapbooks, supplies) in which the total (bulk) dollar amount is under \$5,000 (the scope or "de-minimus" level) shall be expensed when paid or when the program, service or event occurs.
2. Any prepaid expense (i.e. awards, meeting supplies) in which the total (bulk) dollar amount exceeds \$5,000 (the scope or "de-minimus" level) shall be recorded evenly over the period of the intended benefit or use on a monthly basis in accordance with U.S. GAAP.
3. Any prepaid expense for insurance, regardless of the dollar amount, shall be recorded evenly over the life of the policy on a monthly basis in accordance with U.S. GAAP.
4. Any prepaid expense for meeting and travel expenses which take place in the upcoming fiscal year, regardless of the dollar amount, shall be recorded as a prepaid expense in the current fiscal year in accordance with U.S. GAAP.

Date Revised	Description of Revision	Approved by
02-21-2020	Grammar corrections	Finance Committee
02-18-2022	Policy Item 1 – remove specific terms and make general; include ability to record at discretion for programs, service, or event	Finance Committee
03-05-2022	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Protection of the National Officers and Leadership Signatures

Reviewed by: National Finance Committee

Reviewed On: 01-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the National Headquarters of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to protect the digital or facsimile signature of the ALA National Officers, National Committee Chairs, the Executive Director, and the Director of Finance.

Policy:

1. The American Legion Auxiliary Executive Director and the Deputy Executive Director shall safeguard the digital or facsimile signature of the ALA National Officers, National Committee Chairs, Executive Director and Director of Finance and only use the digital or facsimile signature(s) as designated and approved.
2. In the absence of the National President, National Secretary, National Treasurer or Executive Director, no authority is implied to acquire or dissolve assets or enter into binding contracts that obligate the organization beyond routine matters of policy or procedure.
3. In the event that an ALA National Officer or National Committee Chair signature is required for a matter beyond what has been previously designated and approved, the Executive Director or the Deputy Executive Director shall contact the respective officer or leader for approval. In such circumstances where a National Officer or National Committee Chair provides direction to a national headquarters staff member to utilize their digital or facsimile signature, a written directive shall be duly retained and filed.

Date Revised	Description of Revision	Approved by
02-21-2020	Policy Statement – clarified protection of all facsimile signature retained for the purposes of doing business for the ALA	Finance Committee
02-21-2020	Policy Item 1 – add Director of Finance to protected list	Finance Committee
02-21-2020	Item 3 – remove reference “her” and add “their”	Finance Committee
08-29-2020	Adopted by NEC	NEC
11-20-2023	Add Deputy Director	Finance Committee
02-22-2024	Adopted by NEC	NEC

02-22-2025	Adopted by NEC	NEC
11-16-2025	Combined NP, NVP, NS, NT into "National Officers", changed "Leadership" to "National Committee Chairs"	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Record Retention and Disposal Policy

Reviewed by: National Risk & Compliance Committee Reviewed On: 02-08-2025

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to retain, protect, and dispose of ALA National Organization records – paper, electronic, and other media formats – in accordance with applicable federal and state laws.

Policy Definitions:

Record includes any document or material, whether in electronic or hard copy form, that is generated or received by the ALA in the course of ALA business.

Record Retention Schedule is a table that describes a) the specific document type and b) the length of time each document or record is to be retained.

Policy:

1. ALA National Headquarters (ALA NHQ) shall maintain certain records for specified periods according to the ALA NHQ Record retention Schedule (attached herein). Documents shall be stored in a protected environment for the duration of their retention period according to the ALA NHQ Record Retention Schedule. Documents covered under this policy include hard copy, electronic, other media documents, and backups of same.
2. At the end of a document's required retention period, paper or hard copies of the document shall be destroyed by shredding. Electronic copies of documents shall be permanently purged or erased.
3. Documents that have been subpoenaed and/or otherwise legally requested shall be provided in a timely manner as authorized by either the National Secretary or Executive Director. No such documents shall be concealed, altered or destroyed with the intent to obstruct any investigation or litigation.
4. The retention schedule for documents will be based on legal, fiscal, or historical requirements.

**American Legion Auxiliary National Headquarters
Record Retention Schedule**

Subject Document

Retention Period

Corporate Records

Articles of Incorporation to apply for corporate status	Permanent
Letter of Determinations granting tax-exempt and charitable status	Permanent
Bylaws	Permanent
Board Policies	Permanent
Board Resolutions	Permanent
Board meeting minutes	Permanent
National Finance Committee Minutes	Permanent
National Risk & Compliance Committee Minutes	Permanent
Sales tax exemption documents	Permanent
Tax identification number designation	Permanent
Annual corporate filings	Permanent
Board Written Communications	Permanent
Board Meeting Notices	Permanent
Conflict of Interest Forms	Tenure + 5 years
Confidentiality Forms	Tenure + 5 years
Trademark registrations and copyrights	Permanent

Financial Records

Fiscal policies and procedures	Permanent as updated
Annual audited financial statements	Permanent
Audit workpapers – internal	7 years
Year End Internal financials – annual	Permanent
Annual budgets	5 Years
General Ledger	Permanent
Chart of Accounts	Permanent
Sub Ledgers	Permanent
Journal Entries/Trace postings	7 years
Check registers/books	7 years
Bank statements and reconciliations	7 years
Credit card statements and receipts	7 years
Business expenses documents (receipts)	7 years
Petty cash receipts/documents	7 years
Invoices – Accounts Payable and Accounts Receivable	7 years
Business income documents (receipts)	7 years
Bank deposit slips	7 years
Investment records – Year End Statement	7 years
Personal property/asset inventories/records	7 years
Capital expenditure vouchers	7 years
Depreciation Schedules (Real property /asset records)	Permanent
Check logs	7 years

Tax Records

Annual tax returns	Permanent
Annual tax return supporting documents	7 years
Form 5500 (for deferred compensation plans)	Permanent
Payroll registers	7 years
Payroll reports	7 years
Form 1099 (filings of fees paid to professionals)	7 years

Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years
Federal, State, and Local withholding certificates	7 years

Personnel Records

Retirement and pension records	Permanent
Employment applications and resumes – hired employees	7 years after termination
Employment applications and resumes – non-hired	3 year
Personnel Files (promotions, wage rate/change, demotions, letter of reprimand, termination and job descriptions)	7 years after termination
Worker's Compensation records	3 years after policy expiration
Salary ranges per job description/benchmark study	5 years
I-9 Forms	1 year after termination
Attendance records/FMLA leave documents, and timesheets	3 years after termination
Reasonable accommodation requests (ADA)	3 years after termination

Insurance Records (7 Years Paper; 10 Years Electronic)

Directors & Officers insurance policy (7 Years Paper; 10 Years Electronic)	7 – 10 Years
Worker's Compensation insurance policy	7 – 10 Years
Non Directors & Officers and Non Worker's Comp. insurance policies	3 years after termination
Bonds and Surety	Life of bond plus 6 years
Bond claims from Units	10 years
Safety reports	Permanent

Contracts

Employee contracts	Permanent
Legal correspondence	Permanent
Leases	Permanent
Mortgages	Permanent
Deeds, titles, and easements	Permanent
Surveys	Permanent
Inspection records	Permanent
Financing/Loan/Line of Credit	6 years after termination
Vendor contracts	7 years
Warranties	7 years
Request for Proposals	3 years after acceptance

Management Plans & Procedures

Strategic Plan	7 years
Staffing, programs, marketing, finance, fund raising and evaluation plans	7 years
Vendor contacts	7 years
Disaster Recovery Plan	7 years
Press releases	Permanent

New articles	Permanent
Policy and Procedure and training manuals (non-NEC)	Life plus 10 years
Seniority or merit rating systems	Life plus 1 year
Approved grant applications	5 years after audit of year of project completion
Unapproved grant applications	5 years
Organizational Chart	Life plus 2 years
Seniority or merit rating systems	Life plus 2 years
Personal information - Privacy Policies and Procedures	Permanent
Personal information - Security Policies and Procedures	Permanent
Paid Up For Life (PUFL) applications	3 years
Membership reports – weekly, target date, delegate counts	3 years
National Membership record	Permanent
Back-up records related to duplicate copies of electronic data for disaster recovery due to data loss from catastrophic event, user error, or hardware errors	Not less than 30 days
Records related to deleted e-mails, and messages via other electronic means	Not less than 30 days
Voice-mail messages	Not less than 30 days
Information residing on Disk and hard drives of computers of employees	Not less than 30 days after separation and consult Director and HR prior to destruction

Date Revised	Description of Revision	Approved by
2-1-2020	Use IRS description 501(c)(19); add “year-end” to financials; annual budgets from 7 years to 5 years; removed “canceled checks” since they are included in the bank statements; removed “Accounts Payable and Accounts Receivable” from Invoices; removed “Year-End Statement” from Investment Records; removed (real property/asset records) from Depreciation Schedules and changed from 7 years to Permanent; deleted all shipping, sales orders, requisitions, purchase orders, inventory references; consolidated multiple records into “Personnel Files” and all retention schedules to align with Indiana state law; changed insurance records schedule from permanent to 7-10 years; changed “bond claims from departments” to “bond claims from units”; changed Surveys to Permanent	AC
09-01-2021	AC changed to Risk & Compliance Committee	Natl Conv.
02-22-2020	Adopted by NEC	NEC
08-07-2024	No recommended changes.	R&C
08-24-2024	Adopted by NEC	NEC
02-22-2025	Adopted by NEC	NEC

02-28-2026	Adopted by NEC	NEC
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American Legion Auxiliary

NATIONAL POLICY

Reserve Funds

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the policy of the National Headquarters of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to maintain reserve funds (reserves) to ensure the stability of the mission, programs, employment, and ongoing operations of the American Legion Auxiliary National Headquarters.

Policy:

1. The ALA National Finance Committee shall annually designate reserves to cover anticipated or unanticipated future expenses outside the budget in specific categories. The named designations will include explanations of purpose and amounts.
2. The ALA National Finance Committee shall present its recommendations for use of reserves in conjunction with its presentation of the annual budget recommended for adoption by the National Executive Committee (NEC).
3. The ALA National Finance Committee shall disburse reserves in accordance with NEC actions. The use of these funds is set aside to address future expenses, unforeseen events or to provide a financial cushion if needed. An example would be the professional services category could be utilized if the organization had cyber breach and needed to rapidly spend funds in conjunction with utilization of the cyber insurance policy to protect the members, employees, vendors, reputation of the organization etc. The purpose of the Reserves in this example is to move rapidly in an emergency to protect the organization when an immediate response is needed. Other examples could be an issue related to the building, or a software issue to maintain the business needs of the organization and remain operational. In situations when time allows, these would be brought to the NEC, but something like a cyber breach requires immediate action.
4. The ALA National Finance Committee shall report the disbursement of reserves to the NEC as part of its annual financial report.
5. Reserves are considered board designated and as such may be undesignated by NEC action.

Date Revised	Description of Revision	Approved by
02/20/2016		NEC
11/19/2019	Reviewed by FC	Finance Committee
08/29/2020	Adopted by NEC	NEC
11/7/2022	Policy Item 1 – added the practice of the planning meeting	Finance Committee
11/7/2022	Policy Item 6 – updated title of Solicitation and Acceptance of Funds referenced policy	Finance Committee
2/25/2023	Adopted by NEC	NEC
11/16/2025	Clarify how funds are used and for what unforeseen circumstance	Finance Committee
02/28/2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Solicitation and Acceptance of Funds

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501(c)(19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to conduct itself with utmost integrity, adhere to the highest standards of conduct, and not allow the slightest appearance of impropriety of benefit for personal gain in the course of soliciting or accepting donations, gifts or grants (funds) on behalf of and for the ALA National Organization and to address requests to fund unanticipated and unbudgeted program opportunities through spontaneous solicitations of funds.

Policy:

1. The ALA National Organization may accept unrestricted funds.
2. The ALA may accept restricted funds given the following:
 - Th purpose is mission aligned
 - The organization can fulfill the donor intent
 - No assumed debts or liabilities
3. The ALA National Finance Committee shall review:
 - Budgeted income from donations, gifts, sponsorships, and grants
 - Any unusual or non-cash donations that require special attention
 - Income statements, cash flow tied to donations, and Statement of Financial Position showing restricted assets
4. The ALA may solicit and accept corporate sponsorships that are consistent with the ALA mission.
5. When the National President accepts funds on behalf of the ALA/ALAF he/she will provide those funds to the national organization (ALA/ALAF) within 30 days of accepting the funds.
6. The fiscal year budget adopted by the National Executive Committee shall include budgeted amounts for revenue and expense related to solicitation efforts.
7. All requests for unbudgeted solicitation efforts must be:
 - a. ALA mission aligned
 - b. Reviewed by the Executive Director, Director of Finance, and Development Director in a timely manner
 - c. Recommended by the ALA National Finance Committee for adoption of an amended fiscal year budget.
8. All approved requests for unbudgeted solicitation efforts shall follow existing ALA procedures for soliciting and accepting donations, gifts,

sponsorships, or grants.

Date Revised	Description of Revision	Approved by
02-21-2020	Recommended by management and committee to merge Unbudgeted Solicitations of Funds Policy with the Solicitation and Acceptance of Donations; ED and DOF to present to FC prior to 08/06 and 08/07 meetings	Finance Committee
08-06-2020	Policy Statement – inclusion of grants; unbudgeted	Finance Committee
08-06-2020	Policy Item 1 – include budgeted and unbudgeted	Finance Committee
08-06-2020	Policy Item 4 – correction to title	Finance Committee
08-06-2020	Policy Items 6-8 incorporate the “Unbudgeted Solicitations of Funds” policy	Finance Committee
02-18-2022	Policy title – Change name to the word “Funds” to include the representation of Donations, Gifts and Grants which now includes Sponsorships	Finance Committee
02-18-2022	Policy Item 3 & 10 – include sponsorship as a solicited and acceptable defined fund	Finance Committee
02-18-2022	Policy Item 4 – add specifications of acceptable sponsorships	Finance Committee
03-05-2022	Adopted by NEC	NEC
08-22-2025	Policy Item 3- clarify what FC reviews	Finance Committee
08-23-2025	Adopted by NEC	NEC
11-16-2025	Rewording of #6	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Travel Policy

Reviewed by: National Finance Committee

Reviewed On: 11-16-2025

Approving Body: National Executive Committee

Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501(c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to outline guidelines for travel and reimbursement by American Legion Auxiliary volunteers and staff. These guidelines ensure that adequate cost controls are in place and that travel expenditures are appropriate by considering the value of proposed travel against the anticipated cost of proposed travel to determine the best possible mission-focused return on investment for the organization.

All official travel on behalf of the ALA must be specified in an authorization prepared at the direction of the Executive Director, based upon approval by the National President. Traveler must receive authorization prior to making any travel arrangements to submit for reimbursement.

Exceptions prior to travel require pre-approval from the NHQ Events Team and shall be requested via email to meetings@legion-aux.org. Exceptions occurring during travel which, if not taken, would inhibit safe travel may be submitted for reimbursement and require the traveler to submit an expense report and explanation of the emergent situation. All exceptions to the travel policy must comply with all state, local, territorial, or tribal health and safety laws, rules, and regulations.

Air & Ground Transportation:

1. Volunteers will utilize the ALA's contractual travel provider (either agent or online)
2. The ALA travel provider utilizes legacy carriers. (e.g. Delta, American, United, Southwest, or Alaska)
3. All authorized flights will be booked non-refundable Economy Class.
4. The lowest round-trip fare meeting the following criteria will be booked:
 - Pre-seat selection is allowed.
 - Departures no earlier than 7AM or arrivals no later than 9PM.
 - Layovers are no less than 60 minutes and no more than 3 hours
 - No more than one connection within the continental United States (dependent upon flight availability)
5. If the authorized traveler books through a non-ALA provider, reimbursement will not exceed the amount of a comparison flight booked through the ALA's provider and requires documentation that booking through a non-ALA provider was the more cost-effective option.

6. It is recommended that all air travel is to be ticketed at least 30 days in advance of trip
7. All preferences that incur additional costs made by an authorized traveler shall be the responsibility of the authorized traveler.
9. Fees for up to two checked bags are reimbursable with proof of purchase. Overweight luggage and excess baggage fees will not be reimbursed.
10. Mileage to and from the airport is reimbursable at the prevailing federal mileage rate. Mileage incurred by a friend or family member to transport a volunteer to and from the airport is reimbursable.
11. Commercial Ground fare paid (i.e. Uber, Lyft or a cab) to and from the airport, hotel and meeting site, at the most economical rate, is reimbursable with receipt. Commercial ground is not reimbursable when transportation is provided by the ALA's contractual vendor or when complimentary shuttle transportation is available.
12. Mileage roundtrip for a meeting is reimbursable at the current prevailing federal mileage rate. The maximum reimbursement amount is \$1000
13. Parking expenses are reimbursable with proof of purchase. Valet parking will only be reimbursed if there is no other on-site parking option.
14. Tolls incurred traveling to and from an authorized meeting are reimbursable with proof of purchase.

Hotel/Lodging:

1. When an authorized volunteer is responsible for payment of lodging, proof of purchase must be submitted to the national headquarters for reimbursement.
2. Authorized volunteers must stay at a hotel within the contracted hotel block to receive housing reimbursement.
3. Volunteers are expected to room with another authorized volunteer. Volunteers will only be reimbursed for one half (½) the cost of the room.
4. Volunteers choosing to room alone will be responsible for the full room rate and may request reimbursement for (½) the cost of the room.
5. Authorizations will include specific instructions on roommates, if applicable.
6. Only when an authorization requires a member to room alone will the full cost of the room be reimbursed by the organization.
7. An airport hotel may be authorized for the night before departure or the night of arrival when the airport is more than 90 minutes from the traveler's home. This must be approved in advance via an email request to meetings@alaforveterans.org and must include all of the additional costs involved.
8. Tips to service staff submitted for reimbursement must be reasonable.

Per Diem:

1. Meals and incidentals will be reimbursed according to the prevailing rates and schedules established by the U. S. General Services Administration (GSA) as published in its prevailing Federal Per Diem Rates document.

2. An authorized traveler's nightly per diem covers all meals, including all tips within reason to wait staff. Any expense overage is the responsibility of the traveler. Per Diem is not to exceed the prevailing Federal Per Diem rate for the destination city.
3. The Total Meal Per Diem is calculated based on the current federal government practice of paying per diem based on the number of nights required for travel less the meals provided and 50% of the daily meal per diem rate for the return home day. Other allowable travel related expenses incurred on the trip home from the meeting may be reimbursed based on individual travel itineraries. Itemized receipts are required to be submitted if you are claiming over the allowable per diem and for all other allowable travel related expenses.

Submitting Expense Reports for Reimbursement:

1. All expense reports will be reviewed by National Headquarters. Expense reports must be submitted within 45 days of the last meeting day and must be accompanied by proof of purchase, when applicable. Any excessive requests will be reviewed by the Events Division
2. Additional items that may be reimbursed with proof of purchase:
 - Standard internet and business center expenses incurred for business related purposes only.
 - Laundry and dry-cleaning expenses only when incurred by authorized volunteers serving on-site at ALA functions for eight consecutive days or longer.
 - Tips for items such as: skycaps, bellman, hotel housekeeping must be submitted with documentation/explanation to be reimbursed and within reason.

National President Official Travel (includes volunteers representing the National President):

Flights & Housing

1. Flight arrangements should be coordinated with designated ALA National Headquarters staff members. Flight arrangements for travel will be made through the ALA contractual travel provider unless circumstances dictate otherwise.
2. The National President is allowed to travel First Class for flights over 2 hours in duration; except for overseas travel which will be ticketed at Business Class. For flights less than 2 hours, the National President will be booked in Economy Plus/Economy Preferred seating unless otherwise indicated by the National President. The least expensive option will be the option booked.
3. Flights will be booked by the airline with the best fare. When the personal preferred airline is within a \$50 differential it may be booked over the best fare airline. The National President may personally pay for flight differential over \$50.
4. Additional Destination(s) and Discretionary Extended Stay(s): If in conjunction with official business the National President wishes to plan

personal travel, she/he will be responsible for the difference in cost of the travel for leisure and the official business. ALA will cover the roundtrip cost of airfare to and from destination city; if personal travel is planned before or after authorized travel, the National President is responsible for any difference in cost. This includes international travel.

5. When booking through the ALA travel agent, it is possible to have Frequent Flyer miles credited to both the National President and the ALA.
6. The National President, at his/her discretion will be booked in a suite for the following events/meetings:
 - National Convention
 - Department Leadership National Conference/TAL Spring Meetings
 - TAL Fall Meetings
 - TAL Washington DC Conference

All other stays, a standard room size will be booked. The National President may personally pay for upgrades if desired. If the hotel provides suites at a comparable rate for a standard room, or as complimentary, then a suite can be booked.

Misc. Travel Expenses:

1. Mileage to and from the airport follow procedures for volunteer travel.
2. One (1) set of luggage will be provided using the National Vice President budget and will be purchased prior to the beginning of the National President's term.
3. One (1) annual Domestic Airline Lounge Individual Membership up to \$700 will be allocated in the National Vice President budget and purchased prior to the National President's first day of official travel and terminate at the end of the 12 month/annual membership term without renewal. The purchase will be made by the vice president using the ALA Credit Card and the receipt will be submitted to National Headquarters. Pre-existing airline lounge memberships may be reimbursable at up to \$700.
4. Registration fees for non-ALA conferences and/or events the National President must attend as part of their duties will be covered by the national organization including any pre or post conference sessions that may be applicable.
5. Elective excursions and other activities not directly related to the educational portion of the program are the responsibility of the National President; all expenses for such events should be handled separately.
6. A \$750 annual stipend will be provided to the National President at the start of the administrative year to reimburse personal expenses directly associated with the responsibilities and travel required of the office.

Food & Beverage:

7. The National President is at actual expense and will use an ALA Corporate card to pay for meals including taxes, during official travel. If requesting reimbursement, the National President must submit an

expense report. It is expected that the National President will exercise reasonable judgment in their selection of dining options. Alcohol drinks should be kept to a maximum of two per meal.

8. The National President is allowed to host others to meals and refreshments using moderate guidelines as to number of guests and costs. If other ALA members are on a per diem expense plan, it is not advisable for the National President to cover the meal expense.

Aides:

9. The National President may elect to bring an Aide to the following travel/ events/meetings:
 - Alaska
 - Hawaii
 - Puerto Rico
 - Foreign Business Travel
 - Presidential Inauguration (in applicable years)
 - National TAL and SAL Commander Homecomings
 - TAL Washington DC Conference
 - ALA National Convention.
 - Three domestic trips of his/her choosing (ex. JR Shooting Sports, TAL Baseball).
10. Aides will have their travel arrangements made through the contracted travel provider, in the same class travel as the National President.
11. Aides will be at actual expense. The National President will use an ALA Corporate card to pay for meals including taxes, during official travel. If requesting reimbursement, the National President must submit an expense report.
12. Aides will be an adult who can support the National President during travel.
13. There will be one room provided for the National President and the Aide. If the Aide requires separate accommodations the National President will be responsible for any additional expense.
14. ALA NHQ Staff members serving as Aides to the National President is prohibited.

National Vice President Official Travel:

1. The National Vice President will follow the volunteer section of the Travel Reimbursement Policy for Flights and Submitting Expense Reports.
2. The National Vice President will use an ALA Corporate card to pay for his/ her portion of the housing when the housing is not on a designated ALA Master Account.
3. The National Vice President will be booked in a suite for the following events/meetings:
 - a. National Convention
 - b. Department Leadership National Conference
 - c. National Chairs Meeting

4. The National Vice President is at actual expense for ground transportation and meals including taxes, and will use the ALA Corporate Card. It is expected that the National Vice President will exercise reasonable judgment in their selection of dining and ground transportation options. Alcohol drinks should be kept to a maximum of two per meal.
5. The National Vice President is authorized to attend the Presidential Inauguration (when applicable).

National Officers Representing the National President:

1. Authorized travel is reimbursed at actual expense and includes all business-related meals including taxes and tips within reason to servers. Alcoholic drinks should be kept to a maximum of two per meal.
2. Reimbursements require an expense report submitted to National Headquarters within 45 days of the last meeting day, which includes proof of purchase. Specific criteria are outlined in the Submitting Expense Report section of this policy.

National Division Vice Presidents:

1. Air and Ground Transportation: Follows the same procedures as volunteer travel.
2. Hotels/Lodging: The host department covers the cost of lodging for all department visits.
3. Reimbursement: The host department covers the cost of meals for all department visits. Meals and other allowable travel-related expenses incurred on the trip home from the department may be reimbursed following the criteria outlined in the Submitting Expense Reports section.
4. Reimbursements will be held until the required report is filed within 10 days of the authorized visit.
5. Non-Department Visits will follow procedures for volunteer travel.

Date Revised	Description of Revision	Approved by
01-29-2025	Travel Policy and Travel Procedures combined	Finance Committee
05-06-2025	Adopted by NEC	NEC (Special Meeting)
11-16-2025	Clarified aides travel, clarified national officers travel	Finance Committee
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary

NATIONAL POLICY

Whistleblower Protection

Reviewed by: National Risk & Compliance Committee Reviewed On: 01-26-2026

Approving Body: National Executive Committee Date Approved: 02-28-2026

Next Review Date: Fall 2026

Policy Statement:

It is the national policy of the American Legion Auxiliary (ALA), a national public benefit 501 (c) (19) not-for-profit veterans organization auxiliary headquartered in Indianapolis, Indiana, to provide a culture and process that encourages, receives, retains, and resolves complaints arising from “whistleblower” communications concerning any violation of the American Legion Auxiliary’s code of ethics or suspected violation of law or regulations that govern the American Legion Auxiliary’s operations. The ALA requires directors, officers, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the ALA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Policy Definitions:

Employee: In this context, Employee is defined as any individual who receives compensation, either full or part time, from the ALA. The term also includes any consultant or independent contractor who provides services to the ALA through a contractual arrangement with the ALA.

Management: In this context, Management is defined as any compensated officer, administrator, manager, director, supervisor, or other individual who manages or supervises employees, funds, or other resources.

Volunteers: In this context, Volunteers are defined as national officers, national board members, members of a committee with governing board delegated powers, national chairs and national appointees providing non-compensated services to the ALA.

Whistleblower: In this context, Whistleblower is defined as one who raises a concern about or reveals suspected misconduct or wrongdoing occurring in the organization to those in positions of authority.

Policy:

1. Reporting Responsibility – This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that the ALA can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees, and volunteers to report concerns about violations of the

ALA's code of ethics or suspected violations of law or regulations that govern the ALA's operations.

2. **No Retaliation** – It is contrary to the values of the ALA for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the ALA. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.
3. **Reporting Procedure** – The ALA has an open-door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If the employee is not comfortable speaking with their supervisor or they are not satisfied with the supervisor's response, they are encouraged to speak with the Executive Director or the Director of Human Resources. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the ALA's Director of Human Resources, who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, the Executive Director, or Director of Human Resources. If the concern or complaint is regarding a Volunteer, the Director of Human Resources will notify the Ethical Conduct Committee Chair to discuss further action. Volunteers who wish to report a concern or complaint regarding another Volunteer (not a member of the National Staff) will follow the process outlined in the Code of Ethical Conduct Procedure.
4. The ALA's Director of Human Resources is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Director of Human Resources will advise the Executive Director (and/or the Chair of the Risk & Compliance Committee) of all complaints and their resolution and will report at least annually to the Chair of the Risk & Compliance Committee on compliance activity relating to accounting or alleged financial improprieties.
5. **Accounting and Auditing Matters** – The ALA's Director of Human Resources shall immediately notify the Risk & Compliance Committee Chair of any concerns or complaints regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.
6. **Acting in Good Faith** – Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.
7. **Confidentiality** – Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected

violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. Handling of Reported Violations – The ALA's Director of Human Resources will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Date Revised	Description of Revision	Approved by
02/01/2020	Use IRS definition of 501(c)(19); change "Policies" to "Policy"	Audit Committee
09/01/2021	Audit Committee changed to Risk & Compliance	Audit Committee
02/22/2020	Adopted by NEC	NEC
02/08/2025	Under active review. This policy needs to be run against Ethical Conduct policy.	R&C
01/26/2026	Added ECC in #3, removed "Compliance Officer" in #4	R&C
02-28-2026	Adopted by NEC	NEC

American Legion Auxiliary Mission:

In the spirit of Service Not Self, the mission of the American Legion Auxiliary is to support The American Legion and honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.



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